



**Executive Meeting of IQAC  
Hatichong College, Nagaon Assam.  
Date: 07/09/2019  
Venue: IQAC Room  
Time: 2 PM**

**Agenda of the Meeting**

1. Recitation of previous meeting and adaptation.
2. Discussion on the updating of infrastructural development in the college.
3. Discussion on the construction of sanitary latrine in the college.
4. Discussion on organizing AIDS awareness Camp.
5. Valedictory Speech and conclusion of the meeting.

- Resolution No.1 :** The meeting requested the governing body through the Principal to complete the various constructional activities in the college campus and submit its report to IQAC.
- Resolution No.2 :** In the meeting, the governing body was requested through the Principal to construction sanitary latrine with running water facility in the new building, first and second floor, separately for boys and girls student and for the college staff.
- Resolution No.3 :** The meeting decided to observe world AIDs Day on 1 December, Sunday and to organise HIV/AIDS awareness programmes in the college and neighbouring area.

**Action Taken Report**

1. The principal speed up the construction work of the separate departments and promised to complete as soon as possible.
2. The construction of separate toilet construction is under process.
3. The IQAC in collaboration with other departments organized Lecture programme on World Population day and Observed World's Aids Day on 1<sup>st</sup> and 2<sup>nd</sup> December respectively.

*Nakibur Rahman*

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

*Luit Hazarika*

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



**Executive Meeting of IQAC  
Hatichong College ,Nagaon Assam.  
Date : 14/12/2019  
Venue: IQAC Room  
Time: 1 PM**

**Agenda of the Meeting**

1. Recitation of previous meeting and adoption.
2. Discussion on Grievance Redressal Programmes for students of the college.
3. Discussion on organizing depression and suicide intervention programmes.
4. Discussion of extensive activities to be organize by various departments of the college.
5. Valedictory Speech and conclusion of the meeting.

- Resolution No.1 :** The meeting decided to organise depression and suicide intervention programmes in the college at-least once in every year.
- Resolution No.2 :** The meeting also decided to provide free mental health counselling programme to the students of the college.
- Resolution No.3 :** The meeting decided to organise easy grievance redressal cell in the college for students to redress their problems.
- Resolution No.4 :** The meeting requested all the faculty members of the college to organise various extensive activities with academic process and also requested to organise various departmental and inter departmental seminar workshops in collaboration with IQAC.

**Action Taken Report**

1. The departments and the student mentoring and stress management cell of the college use to organize lecture programmes with the students on Stress management and suicide intervention.
2. The departments and the Student mentoring and stress management cell promised to organize free mental health counselling programme in near future.
3. The College prepared a mechanism for submission of grievances through online and off line. A grievance and redressal cell is constituted to meet the grievances of the students.
4. The HoDs assured IQAC that they are working on it.

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

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



## Extended Executive Meeting of IQAC

Hatichong College, Nagaon Assam.

Date: 07/03/2020

Venue: IQAC Room

Time: 1 PM

### Agenda of the Meeting

1. Recitation of previous meeting and adaptation.
2. Discussion on Gender sensitization programme in the college.
3. Discussion on celebrating international women's Day.
4. Discussion on evaluation process of the students.
5. Discussion on upcoming NAAC accreditation process.
6. Discussion on organizing awareness programme on Covid-19 in the Adopted village.
7. Valedictory Speech and conclusion of the meeting.

**Resolution No.1 :** The meeting decided to organise gender sensitization training programme in the college.

**Resolution No.2 :** The meeting decided to celebrate the auspicious event of International Woman's Day in the College on 8 March 2020.

**Resolution No.3 :** The meeting requested the teaching staff of the college to be active and careful during students evaluation process.

**Resolution No.4 :** The criteria Convenors were requested to submit / update their reports to the IQAC from last months.

**Resolution No.5 :** The meeting requested all the members to improve every cell and IQAC respectively as the college is going to be accredited by NAAC Soon.

**Resolution No.6 :** Considering the rapid outbreak of Covid pandemic, today's meeting resolved to organise Covid-19 awareness programmes in the adopted village "Paghali" and also in the neighbouring villages for precaution of the disease.

### Action Taken Report

1. The IQAC organized gender sensitization programmes at the time of new admission.
2. Unlike every year, the IQAC and the women cell organized of International Woman's Day by inviting eminent persons.
3. All the faculties took extra care during the evaluation process.
4. The criteria convenors submitted their update report to the IQAC.
5. The IQAC reshuffled the committees and cells under IQAC and requested all to work for the development of the college.
6. The College organized a Covid-19 vaccination camp in the adopted village "Paghali"

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

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



## Extended Executive Meeting (online) of IQAC Hatichong College, Nagaon Assam.

Date: 10/04/2020

Venue: IQAC Room

Time: 6 PM



### Agenda of the Meeting

1. Recitation of previous meeting and adaptation.
2. Discussion on organizing online sessional examination, online programmes and Supply of online study materials.
3. Valedictory Speech and conclusion of the meeting.

**Resolution No.1 :** The house decided to supply study materials to the students by creating whatsapp groups and Google classrooms departmentally before the sessional exam, the teachers are also inform to keep touch with the students frequently so that the students have not to face any difficulty during lockdown.

**Resolution No.2 :** The meeting resolved to conduct online sessional examination during the session. It was also mentioned that before the Examination each and every department should organize workshop on “How to appear online examination.”

**Resolution No.3 :** Requesting all the HODs the meeting decided to organized various online programmes like seminars, workshop, motivational program, conference etc. during lockdown.

**Resolution No.4 :** The house resolved to provide support to the poor and needy people around them during lockdown. It was also mentioned that the teacher should motivate the students by organizing online classes during the pandemic.

### Action Taken Report

1. All the departments created whatsapp groups and Google Classrooms with the students to supply the study materials during pandemic. The departments organized regular online classes and programmes to motivate the students.
2. The College conducted the sessional examination through online mode. The students were trained on how to appear online examinations before the exam.
3. The IQAC in collaboration with the departments organized various online programmes like webinar, workshop, motivational talks etc. during lockdown.
4. The IQAC organized vaccination camp in the adopted village during lockdown. From 5<sup>th</sup> May, 2020, the IQAC of the college organized Online Photography Competition through its` facebook page.
5. All the staff members helped the poor and needy people by supplying essential commodities during lockdown.

Nakibur Rahman  
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Date.....

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