Executive Meeting of IQAC
Hatichong College, Nagaon Assam.
Date: 01/10/2021
Venue: IQAC Room
Time: 2 PM

Agenda of the Meeting

1. Recitation of previous meeting and adaptation.
2. Discussion on separate departments and Departmental libraries.
3. Discussion on Joint meeting with Alumni, Student induction programme etc.
4. Regarding cleanliness drive in the Adopted village.
5. Discussion on organizing various outreach programmes.
6. Valedictory Speech and conclusion of the meeting.

Resolution No.1 : The rooms allotted for separate departments should be well equipped and well furnished with necessary accommodation with departmental computer.

Resolution No.2 : Necessary books and reference book with journals should be purchased for departmental Library.

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Resolution No.3 : A cleanliness programs should be implement in the adopted village as soon as possible. Date should be fixed immediately for this program.

Resolution No.4. Joint meeting with Alumni should be organized as soon as possible before the student Induction programme.

Resolution No.5 : Various outreach programs should be organised by the cells and committees.
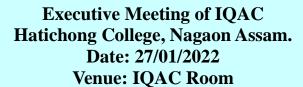
Action Taken Report

1. The principal assured to complete the construction work for the separate departmental rooms within a few months.
2. The College is ready to purchase the required books and journals for the departmental libraries.
3. The joint meeting with Alumni and Non-Teaching staff was organized on 10th Oct/2021. Like other session, the Three-Day Student Induction Programme was held on 28th, 29th and 30th Oct/ 2021.
4. A cleanliness drive was conducted on 11th November 2021 at Paghali.
5. The cells and committees were ready to organize outreach programmes.

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

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

Executive Meeting of IQAC
Hatichong College, Nagaon Assam.
Date: 27/01/2022
Venue: IQAC Room
Time: 2PM

Agenda of the Meeting

1. Recitation of previous meeting and adaptation.
2. Discussion about wi-fi connectivity.
3. Discussion about updating the college website.
4. Discussion about ICT-enabled classroom and IQAC.
5. Valedictory Speech and conclusion of the meeting.

Resolution No.1 : A Xerox machine should be purchase for the use of library, the Principal should take necessary action in this regard.

Resolution No.2 : Considering the need of present day society the college has been suffering from wifi connectivity. Hence the college should make provision for wifi connectivity as the students and employees of the college get benefitted and fulfil their needs.

Resolution No.3 : The present members asked for updating the college website as college related data and information will be available for everybody.

Resolution No.4 : It resolved to establish more ICT enabled classroom in the college. It also resolved for ICT enabled IQAC. Hence the college authority should take necessary steps in this regards.

Resolution No.5 : The college authority should take necessary steps to implement the above mentioned resolutions and the Principal should be given authority and freedom in this connection.

Action Taken Report

1. A Xerox machine was installed at the College central library along with a computer set having internet connectivity for the students so that they can download and print the study materials at a subsidize rate.

2. The College administration installed the Fibre wi-fi connectivity at the college campus along with five modems.

3. The College website has been updated and a new dynamic website is designed by the designing farm.

4. Two more ICT-enabled classrooms are under construction and within a few days the rooms will be ready for taking classes.

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

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

Extended Executive Meeting of IQAC
Hatichong College, Nagaon Assam.
Date: 12/05/2022
Venue: IQAC Room
Time: 2PM

Agenda of the Meeting

1. Review of the Agenda of previous meeting and adaptation.
2. Modular Cabinet in IQAC as per state government Guideline.
3. Purchasing digital board.
4. Purchasing computer for official purpose.
5. Discussion on infrastructural development.
6. Others (If any)
7. Valedictory Speech and conclusion of the meeting.

Resolution No.1 : The modular cabinet should be set-up in the IQAC as per the guideline of the state government

Resolution No.2 : Digital Board should be purchase for smooth class. The college authority should release fund and the Principal should purchase the same in time.

Resolution No.3 : At-least 10 computer should be purchased for official purpose. It is a need of present time to enter the data and information in digital form. Hence it is a urgent need.

Resolution No.4 : The meeting resolved to authorise Principal for giving prayer application to various sanction agency for funding to develop the infrastructure.

Resolution No.5 : The conducting of examination in the college centre should be clean and smooth. Hence all the teachers should take the examination duty seriously and they should be present in the examination hall before allotted time.

Action Taken Report

1. The College prepared the ICT-enabled IQAC having modular cabinet as per the direction of the state government.
2. A digital board has been purchased for the digital room.
3. The College purchased total 12 computers for the official purposes.
4. The principal sent request letter to the local MLA, MP and panchayat representatives for infrastructure development grants for the College.
5. The College inaugurated the separate departments with the departmental libraries on 11th May 2022. Each department was given a P.C for day to day use.
6. The College also constructed and inaugurated a separate Examination control Room for smooth functioning of the Examinations.

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

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Date ....