NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION
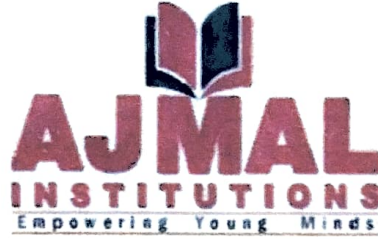
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1st Internal Quality Assurance Cell Meeting

Dated: 14th June 2018

AGENDA

S.No	List of Agenda
1.1	Welcome address by the Coordinator IQAC
1.2	Introduction of the members of IQAC
1.3	Discussion on role and responsibility of IQAC, NAMCE
1.4	Future Road Map for IQAC, NAMCE
1.5	Vote of Thanks

NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

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Minutes of 1st IQAC Meeting of Nazir Ajmal Memorial College of Education, held on 14/06/2018

Members Present:

SN	Name	Designation
1.	Dr. Jawahira Tabasum Azad	Chairperson
2.	Dr. Ashis Saha, Vice Principal	Member
3.	Ms. Halima Abdul Matin, Assistant Professor	Coordinator
4.	Dr. M.R.H Azad, Assistant Professor	Member
5.	Mr. Shahinoor Alam, Assistant Professor	Member
6.	Mr. Abu Mohammed Shamsuz Zaman	Member
7.	Mr. Jugal Chutia, Assistant Professor	Member
8.	Ms. Suprava DebRoy, Assistant Professor	Member
9.	Mr. Uttam Kumar das, Assistant Professor	Member
10.	Mr. Ranjit Kumar Singha, Assistant Professor	Member
11.	Mr . Shafiqul Islam, Librarian	Member
12.	Mr. Soiful Islam, Account Officer	Member
13.	Mr. Jahidul Haque Choudhury, College Academic Officer, Ajmal Group of Colleges	Member
Alumni Member		
14.	Mr. Rafique Ahmed, Assistant Academic Officer, Ajmal Foundation	Member
15.	Mr. Shamintra Kumar Paul, Assistant Teacher	Member

Meeting Proceedings and Resolutions:

Agenda 1.1 Welcome address by the Coordinator IQAC.

Ms. Halima Abdul Matin, Coordinator IQAC extended a warm welcome to all the members of the IQAC present in the committee.

Agenda 1.2 Introduction of the members of IQAC:

The members got introduced by Ms. H.A Matin and they have showed their gratitude for choosing them as the members of the IQAC Committee. All the members have showed their enthusiasm for working towards increasing the quality and betterment of the college.

Agenda 1.3 Discussion on role and responsibility of IQAC, NAMCE:

Ms. Matin has presented the functioning of IQAC as per NAAC guidelines. The main functions of IQAC, NAMCE will be as follows-

- Development and application of quality benchmarks/parameters of various academic and administrative activities of NAMCE.
- Facilitating the creation of learners-centric environment conductive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, and other stakeholders on quality-related Institutional process.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshop, seminars on quality related themes and promotion of quality circle.
- Documentation of the various programmes/leading to the quality improvement.
- Acting as a nodal agency of NAMCE for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development of maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in NAMCE.

Resolution: All the members present in the IQAC committee showed their dedication to work as per the guidelines of the NAAC.

Agenda 1.4 Future Road Map for IQAC, NAMCE:

The Chairperson Dr. Jawahira Tabasum Azad gave importance on conducting meetings on various topics for enhancing the quality of the college. She also advised Ms. Matin to work for the betterment of academic and administrative enhancement of the college.

Resolution: Ms Matin obliged to the saying of Dr. J.T Azad and showed willingness to conduct timely meetings as well as conduct various seminars, workshops, invited talks from resource persons, etc. in the coming future.

Agenda 1.5 Vote of Thanks:

The meeting concluded with Vote of Thanks by Ms. Matin, Coordinator IQAC, NAMCE.

Minutes Prepared By

Ms. Halima Abdul Matin

Coordinator, IQAC