



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION

Recognised by NCTE and Affiliated to Gauhati University
Run by - AJMAL FOUNDATION

2nd Internal Quality Assurance Cell Meeting

Dated: 21st March 2019

AGENDA

S.No	List of Agenda
2.1	Welcome address by the Coordinator IQAC
2.2	Discussion on the role of IQAC at NAMCE
2.3	Establishment of IQAC room and requirement of staff at IQAC, NAMCE
2.4	Miscellaneous matter
2.5	Vote of Thanks



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Minutes of 2nd IQAC Meeting of Nazir Ajmal Memorial College of Education, held on
21/03/2019.

Members Present:

SN	Name	Designation
1.	Dr. Ashis Saha, Principal	Chairperson
2.	Mr. Shahinoor Alam, Vice Principal	Member
3.	Mrs. Halima Abdul Matin, Assistant Professor	Coordinator
4.	Dr. M.R.H Azad, Assistant Professor	Member
5.	Mr. Jibananda Singha, Assistant Professor	Member
6.	Mr. Abu Mohammed Shumsuz Zaman, Assistant Professor	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

Agenda 2.1 Welcome Address by the IQAC Coordinator

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

Agenda 2.2 Discussion on the role of IQAC at NAMCE

Ms. Halima Abdul Matin discussed about the role of IQAC as per NAAC requirement. She briefly described the roles of each member and how each member is important in the decision making in the IQAC committee as well as for NAAC preparation. Ms. Matin mentioned that IQAC will help to find out the strengths, weakness, opportunities, and challenges for NAMCE. By supporting Ms. Matin, Dr. Saha said that IQAC at NAMCE will help to develop an environment where emphasis will be given on building quality at teaching learning process for the B. Ed programme.

Resolution:

Resolved that all IQAC members will play active part in the meeting, no one shall be a sleeping member. IQAC will work out in many ways to find out the SWOCs of NAMCE and will also adopt various means to enhance the quality of teaching learning process for B. Ed Programme.

Agenda 2.3 Establishment of IQAC room and requirement of staff at IQAC, NAMCE

Dr. Saha strongly opined that there is a necessity for setting up an IQAC room at NAMCE. In support of that Dr. MRH Azad told the committee members that the existing Exam cell will be converted to IQAC room, and the Exam cell room will be shifted to 1st floor at NAMCE. Ms. Matin requested the Chairperson to kindly provide the IQAC room with computers, printers and almirah, etc. so that documentation can be kept confidential. She further opined that for proper documentation and to manage the office of IQAC there is a need of an office executive who shall help in running the IQAC office like maintaining files, compiling data, conducting meetings, etc. who can be a helping hand for the IQAC coordinator.

Resolution-

Resolved that IQAC room to be set up at 2nd floor i.e., the exam cell room which will be converted to IQAC room and for necessary items like computers, printers and almirah, a notice for the issue of items to be sent to Mr. Jahidul Haque so that AGC can provide them the items as fast as possible.

Agenda 2.4 Miscellaneous matter

Dr. Saha and Ms. Halima Abdul Matin in collaboration with other members suggestion in the board came to a conclusion to take few resolutions-

- As per UGC recommendations 2018, any kind of photographs related to any events at NAMCE should be geo tagged.
- Academic and Administrative audit should start to take place every year.



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- To provide special classroom or desk-bench to students belonging from Divyangjan category.
- Organizing sensitization workshop for NAAC by calling any expert from any reputed university.
- With support from Foundation, NAMCE to construct a parking place for bikes and bicycles shade for the students and teachers.

Agenda 2.4 Vote of Thanks

The meeting concluded with a vote of thanks by Ms. Halima Abdul Matin, Coordinator, IQAC.


Minutes Prepared By
Ms. Halima Abdul Matin
Coordinator, IQAC

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