

NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

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

Minutes of Second Governing Body Meeting of Nazir Ajmal Memorial College of Education, held on 30/12/2022

Members Present Offline (Conference Room 1" Floor, NAMCE)

Dr. R.K Rath	President
Dr. Khasrul Islam	Secretary
Dr. Ashis Saha	Jt. Secretary
Dr. M.R.H Azad	Educationist
Dr. Ajmal H Choudhury	University Nominee
Mr. Shahinoor Alam	Teacher Representative

Members Present Online (Via Google Meet Platform <https://meet.google.com/kkt-madh-cto>)

Dr. Gayatree Goswamee	Lady representative
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Leave of Absence was granted to the following member who could not attend the meeting due to exigencies:

Dr. Dulumoni Goswami	University Nominee
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2.1 Welcome address by President of Governing Body, NAMCE

Discussion:

Dr. Rath, President of Governing Body, NAMCE extended a warm welcome to all the members present in the Conference room at NAMCE. He then requested Jt. Secretary Dr Ashis Saha, to take up the agenda items. Dr. Saha while calling the meeting to order expressed his thanks and appreciated the members and proceeded towards discussing the various issues regarding the Governing Body meeting in order to take the college into the next level.

2.2 Ratification of the minutes of the last Governing Body meeting held on Feb 2021 along with its Action Taken Report

Discussion:

The minutes and resolutions adopted in the last meeting were distributed to all the members and the action taken report of the last Governing Body meeting was read out by Dr. Ashis Saha and Dr. MRH Azad further elaborated it with valuable inputs. The Action Taken Report was unanimously ratified by the Governing Body with minor modifications after suggestions received from the members especially from Dr. Gayatree Goswamee as follows:

1. Extension of NAAC preparation for another one year i.e. 2023.
2. Recruitment of staff as per the guidelines of Gauhati University and NCTE.
3. Fitness centre (Gym) has been installed in the NAMCE campus.
4. Extension of the library with Room no 102 (previously a classroom).
5. Adoption of no fees refund policy.

The Action Taken Report on the resolution of the last governing Body meeting has been accepted with all the stated points of discussion.

2.3 Formation of IQAC Committee

Discussion:

Dr. Azad mentioned that an IQAC committee has been constituted as per the NAAC guidelines for NAMCE in order to galvanize the institution for NAAC preparedness. Dr Gayatree Goswamee suggested that no members in the committee shall be a sleeping member, every member should participate and contribute to the Quality Assurance process of the college. Dr. Goswamee also opined that the Principal of the college and the Coordinator of IQAC shall be very active in running out the Quality Assurance process. Thus, Dr. Goswamee gave her consent to approve the proposed IQAC committee for the functioning of IQAC and all other members also gave their consent unequivocally.

The Governing body members decided to choose efficient and responsible faculty members from the college who could whole heartedly run the IQAC cell. Dr Saha suggested Mr. Shahinoor Alam and Mr AMS Zaman as responsible members to be appointed as Coordinator and Co-Coordinator of IQAC at NAMCE. The entire Governing body members agreed to the decision of Dr. Saha.



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Resolution:

Resolved unanimously that the new IQAC Committee with composition as detailed below be approved.

Internal Quality Assurance Cell (IQAC) of Nazir Ajmal Memorial College of Education (NAMCE), Hojai.

SN	NAME	DESIGNATION
1.	Dr. Ashis Saha, Principal	Chairperson
2.	Mr. Shahinoor Alam, Vice Principal	Coordinator
3.	Mr. AMS Zaman	Co Coordinator
4.	Dr. Khasrul Islam, Director, Ajmal Foundation	Member
5.	Dr. MRH Azad, General Manager, Ajmal Foundation	Member
6.	Ms. Sumi Choudhury	Member
7.	Mr. Jugal Chutia, Assistant Professor	Member
8.	Ms. Suprova DebRoy, Assistant Professor	Member
9.	Ms. Halima Abdul Matin, Assistant Professor	Member
10.	Mr. Uttam Kumar Das, Assistant Professor	Member
11.	Mr. Ranjit Kumar Singha, Assistant Professor	Member
12.	Mr. Shafikul Islam, Librarian	Member
13.	Mr. Soiful Islam, Accounts Officer	Member
14.	Mr. Jahidul Haque Choudhury, Manager, Ajmal Foundation	Member
15.	Dr. Pritom J Sarmah, Academic Officer and Learning and Development Officer, Ajmal Foundation	Member
Members From Local Society		
16.	Dr. Nazrul Islam, Assistant Professor, Rabindranath Tagore Member University, Hojai	Member
Alumni Members		
17.	Mr. Rafique Ahmed, Assitant Academic Officer, Ajmal Foundation	Member
18.	Mr. Shamintra Kumar Paul, Assistant Teacher	Member
Present Student		
19.	Mr. Arman Ali, B. Ed 1 st Year Trainee	Member
Industry Members		
20.	Branch Manager, Axis Bank, Hojai	Member
21.	Mr. Abdus Samad, Proprietor, AW Industry, Hojai	Member



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2.4 Proposal for the formation of Various Cell

Discussion:

Dr. Azad and Dr. Rath encouraged for the formation of various cells/committees like Anti ragging cell, Grievance Cell, Placement Cell, Women Cell, Alumni Cell. Dr Goswami suggested that the Principal of the college should get help from other members of the college, with agreeing with Dr Goswamee, Dr Khasrul Islam suggested the Principal to make coordination with the member/secretary to establish such cells/committees. Dr. Goswamee also suggested Dr. Azad and Dr. Saha to take consent from the members who will taking charge of the cell/committees. Dr. Rath also opined that the Research & Publication Cell be formed in order to encourage the faculty members as well as the students to take active part in enhancing the quality of research in the institution. He also suggested to form the Electoral Literacy Club to develop a culture of electoral participation among the students. Thus, the Governing body gave approval in forwarding the work for establishing various cells/committees and the following resolution was adopted.

Resolution:

Resolved that various committees and Cells mandated by NAAC and necessary for the smooth functioning of college activities be freshly formed or reconstituted with efficient and suitable members from among the faculty and staff.

2.5 Proposal for the adoption of Academic Code of Conduct of Gauhati University

Discussion:

Dr. Azad and Dr. Saha asked adopting the Academic Code of Conduct of Gauhati University. In this regard, Dr. Goswamee opined that adoption of Academic Conduct is parallel to the respective affiliating University. She also told Dr. Saha that it should have been done before just after taking the affiliation from the University. Dr. Azad and Dr. Saha suggested that in line with the Academic Calendar of Gauhati University a "customized College Calendar for NAMCE" be prepared in order to expedite the preparatory work in view of the forthcoming NAAC accreditation process.

Resolution:

Resolved that a customized version of the Academic Calendar of Gauhati University be prepared for NAMCE to facilitate steady progress of NAAC preparatory work.

2.6 Proposal for the adoption of College Code of Conduct

Discussion:

Dr. Goswami and Dr. Azad suggested to constitute a College Disciplinary Code of Conduct by taking senior faculty members into account. In this disciplinary context, Dr. Goswamee also told the members to strictly conduct the Governing Body meeting at least 3 times in a year. In this regard, Dr. Azad suggested that this responsible should be vested on the newly appointed Academic Compliance Officer



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Mr. Anurag Buragohain to check whether the colleges are conducting various important meetings like Govern Body meeting, IQAC meeting, NAAC Steering Committee meeting etc in time or not.

Resolution:

Be it unanimously resolved that the Governing Body Meetings be held at regular intervals as stipulated in the Government Circular or at least three times in a year mandatorily.

2.7 Replacement of representative of Donor Member in the Governing Body Meeting

Discussion:

Dr. Azad informed the house that a new donor member needs to be opted as the term of the previous member has expired. Dr. Goswamee suggested to consult the management of Ajmal Foundation where the management in discretion can appoint a suitable Donor member for the Governing body of NAMCE.

Resolution:

Resolved that a suitable Donor Member be opted in to the Governing Body as per existing norms applicable to donor members.

2.8 Adoption of Value Added Courses

Discussion:

Dr. Goswamee asked Dr. Azad to check how other colleges are running value added courses and to see whether they are affiliated to the respective university or the college individually running the course by giving their own certificate. Dr. Goswamee also suggested Dr. Saha that if the college runs any such short value added courses it should not hamper the regular classes, either the classes for the short value added courses are to be conducted early in the morning before the classes or at evening after college gets over. For further assistance, Dr. Goswamee asked Dr. Saha to meet her personally in order to guide him in this context.

Resolution:

Resolved that the feasibility for starting appropriate Value Added Courses in NAMCE be explored and a proposal be submitted in consultation with Dr. Gayatree Goswamee, Lady Member of the GB.

2.9 MoU with different Higher Education Institutions

Discussion:

Dr Azad asked for permission to make MoU's with Rabindranath Tagore University, Hojai, Mahapurush Srimanta SankarDeva Viswavidyalaya, Nagaon and Ajmal Adarsha Jatiya Vidyalaya, AkashiGanga for participating in outreach activities which is very vital for NAAC preparation. So, Dr. Goswamee asked to proceed for such activities and also asked Dr. Saha to collaborate with Higher Education Institutions.



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Resolution:

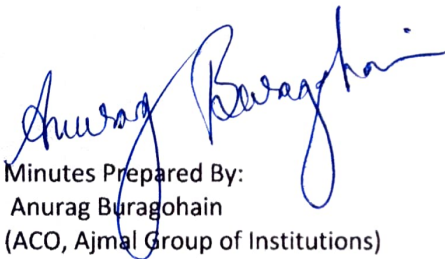
Resolved that the MoUs signed with local and outstation organization for academic, research and extracurricular activities be ratified.

2.10 Any other matter with permission of the Chair Discussion:

Dr. Goswamee strictly suggested the college authorities to conduct Governing body thrice a year and the college authorities should inform the Governing Body members 15 days before conducting the meeting and also to provide the Agenda items of the upcoming meeting as well as the minutes of the last meeting.

2.11 Vote of Thanks:

The meeting concluded with a vote of thanks by Dr. Saha, the Jt. Secretary of the Governing body, NAMCE.


Minutes Prepared By:
Anurag Buragohain
(ACO, Ajmal Group of Institutions)



Dr.R.K Rath
President



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