

# Nazir Ajmal Memorial College of Education, Hojai

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

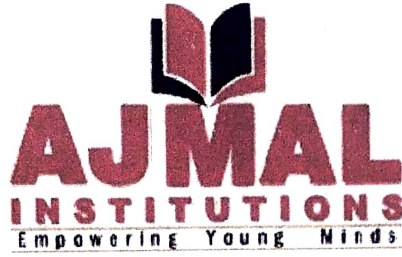
## 3rd Governing Body Meeting

Dated: 2<sup>nd</sup> March, 2023

Venue: Conference Hall, Dept. of Education, Gauhati University

### AGENDA

Sl. No.	List of Agenda
1.	President takes chair.
2.	Welcome address by Principal and Joint Secretary, Governing Body.
3.	Ratification of the minutes of the last Governing Body Meeting.
4.	Establishment of inclusive infrastructure like capsule lift, ramp, etc.
5.	Installation of campus map, floor wise direction indicator, waste management dust bins, solar panel, air conditioners in Library and ICT room and monitor for MPH.
6.	Adoption of College Code of Conduct.
7.	Installation of banners in the campus with Anti-ragging slogans, gender friendly and differently-abled friendly slogans.
8.	Upgradation of the Library (Reading room) and installation of sliding doors for separating toilet area.
9.	MoU with HAMM Hospital for regular health services.
10.	Upgradation of ICT room and GYM.
11.	Upgradation of Principal's office.
12.	Miscellaneous.
13.	Vote of Thanks.



# Nazir Ajmal Memorial College of Education, Hojai

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**Minutes of 3rd Governing Body Meeting of Nazir Ajmal Memorial College of  
Education, Hojai, held on 2<sup>nd</sup> March, 2023  
Venue: Conference Hall, Dept. of Education, Gauhati University**

## Members present:

1. Dr. R.K Rath
2. Dr. Ashis Saha
3. Dr. M.R.H Azad
4. Prof. Dulumoni Goswami
5. Mr. Jahidul Haque Choudhury
6. Prof. Gayatree Goswamee
7. Mr. Shahinoor Alam

President  
Joint Secretary  
Educationist  
University Nominee  
Donor Member  
Lady Representative  
Teachers' Representative

## Members Absent:

1. Dr. Khasrul Islam
2. Dr. Ajmal Haque Choudhury
3. Mr. S.H. Choudhury

Secretary  
University Nominee  
Guardian Representative

Principal

Nazir Ajmal Memorial College of Education  
Hojai, Nagaon, Assam-782425

**1. Welcome address by the Principal & Jt. Secretary, Governing Body, Nazir Ajmal Memorial College of Education, Hojai.**

Dr. Ashis Saha, Principal & Jt. Secretary, Governing Body, NAMCE extended a warm welcome to the members of the Governing Body of Nazir Ajmal Memorial College of Education, Hojai. He then proceeded towards discussing the various agendas of the meeting.

**2. Ratification of the minutes of the last Governing Body Meeting.**

**Discussion:** Dr. Saha distributed the minutes of the previous meeting to the members and also presented the Action Taken Report of the 2<sup>nd</sup> Governing Body Meeting which is stated as under:

- a) The IQAC Committee was reconstituted as per the discussions of the previous meeting with Dr. Ashis Saha acting as the Chairperson of the Committee while Dr. Shahinoor Alam and Mr. AMS Zaman acting as the Coordinator and Co-Coordinator respectively.
- b) Various Cells and Committees mandated by NAAC were formed consisting of efficient and suitable faculty members.
- c) Academic Calendar for NAMCE was prepared and the College Code of Conduct was adopted as per Gauhati University .
- d) Adoption of Value Added Courses was initiated and talks are still going on with Gauhati University.
- e) Memorandum of Understanding (MoU) was signed with Rabindranath Tagore University, Hojai, Mahapurusha Srimanta Sankardeva Viswavidyalaya, Nagaon and Ajmal Adarsha Jatiya Vidyalaya, AkashiGanga.

**Resolution:** The members suggested that frequent IQAC meetings should be organized to accelerate the NAAC procedure. They also suggested waiting for Gauhati University to introduce CBCS system for adopting value added courses.

**3. Establishment of inclusive infrastructure like capsule lift, ramp, etc.**

**Discussion:** Dr. Saha proposed the addition of inclusive infrastructure like capsule lift, ramp etc. to enhance the infrastructure development of the college.

**Resolution:** The members approved the proposal and asserted that a budget plan needs to be made for the same.

**4. Installation of campus map, floor wise direction indicator, waste management dust bins, solar panel, air conditioners in Library and ICT room and monitor for MPH.**

**Discussion:** The Joint Secretary, Governing Body also proposed installation of various facilities such as campus map, floor wise direction indicator, waste management dust bins, solar panel, air conditioners in Library and ICT room and monitor for MPH.

**Resolution:** The members approved the proposal and said that a budget plan needs to be prepared to ascertain the financial requirements.

  
Principal

## **5. Adoption of College Code of Conduct**

**Discussion:** Dr. Saha presented the college Code of Conduct of NAMCE to the members.

**Resolution:** The members accepted the Code of Conduct and also suggested a few modifications that have to be made in it.

## **6. Installation of banners in the campus with Anti-ragging slogans, gender friendly and differently-abled friendly slogans.**

**Discussion:** Dr. Saha then proposed the installation of banners in the college campus with Anti-ragging slogans, gender friendly and differently-abled friendly slogans to make sure that the students feel safe inside the campus.

**Resolution:** The members approved the proposal and also suggested to adopt the Anti-ragging policy of the college.

## **7. Upgradation of the Library (Reading room) and installation of sliding doors for separating toilet area.**

**Discussion:** Dr. Saha also stated that the college Library needs to be upgraded to increase its efficiency and sliding doors needs to be installed for separating the toilet area.

**Resolution:** The members approved the proposal.

## **8. MoU with HAMM Hospital for regular health services.**

**Discussion:** Dr. Saha further stated that MoU needs to be signed with HAMM Hospital to ensure regular health services. Dr. Saha also informed that an interactive session on "Common Gynaecological Problems among Young Adults" has been scheduled for 30<sup>th</sup> March, 2023 in which, Dr. Farjana Habiba Ahmed, Consultant, Obstetrics & Gyanecology, HAMM Hospital will be the resource person.

**Resolution:** The members agreed with the proposal and also suggested that MoU may be signed with other higher education institutions such as IIT, NIT, IIM and Viswa Bharati.

## **9. Upgradation of ICT room, Principal's office and GYM.**

**Discussion:** Dr. Saha also proposed that the ICT room and GYM room need to be upgraded to provide enhanced facilities to the students.

**Resolution:** The members approved the proposal.

## **10. Upgradation of Principal's office**

**Discussion:** Dr. Saha informed the members that the Principal's office needs to be upgraded.

**Resolution:** The members agreed with the proposal.

  
Principal

## 11. Miscellaneous

**Discussion:** Dr. Saha then requested the members to provide their valuable suggestions regarding any other matters that may be put into action.

**Resolution:** The members suggested that stress should be given to research and publication. They further suggested that every faculty member should publish at least two papers every year and to encourage them in this regard, incentives may be given to them for their publications.

## 12. Vote of Thanks.

**Discussion:** The meeting concluded with a vote of thanks by Mr. Jahidul Haque Choudhury, Donor Member, Governing Body, Nazir Ajmal Memorial College of Education, Hojai .He conveyed his heartfelt gratitude to the Governing Body members for their presence and



Dr. R.K. Rath  
President



Minutes prepared by:  
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Principal  
Nazir Ajmal Memorial College of Education  
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