



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION

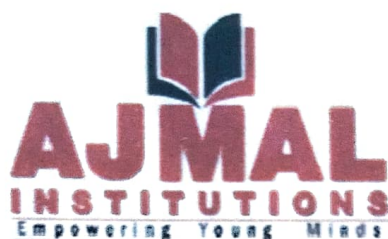
Recognised by NCTE and Affiliated to Gauhati University
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5th Internal Quality Assurance Cell Meeting

Dated: 22nd November, 2022

AGENDA

S.No	List of Agenda
5.1	Welcome address by the IQAC Coordinator.
5.2	Reconstitution of the IQAC Committee for NAMCE.
5.3	Reconstitution of Various Cells/Committees.
5.4	Brief discussion of the functioning of IQAC for NAAC Assessment and asking for the updation of SSR till date for NAMCE.
5.5	Vote of Thanks



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5th Internal Quality Assurance Cell Meeting, held on 22nd Nov. 2022 at NAMCE Conference Room

Members Present

Sl. No.	Name	Designation
1.	Dr. Ashis Saha, Principal	Chairperson
2.	Mr. Shahinoor Alam, Vice Principal	Member
3.	Ms. Halima Abdul Matin, Assistant Professor	Coordinator
4.	Ms. Sumi Choudhury, Assistant Professor	Co-coordinator
5.	Dr. M.R.H Azad, Assistant Professor	Member
6.	Mr. A.M.S 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. Jahidul Haque Choudhury, College Academic Officer, Ajmal Group of Colleges	Member
12.	Mr. Shamintra Kumar Paul, Assistant Teacher	Member

5.1 Welcome address by Coordinator IQAC

Ms. Halima Abdul Matin, Coordinator IQAC extended a warm welcome to all the members present in the board. She then requested Chairperson Dr. Saha to take up the agenda items. Dr. Saha while calling the meeting to order expressed his thanks and appreciated the members and asked to constitute the IQAC meetings frequently.

5.2 Reconstitution of the IQAC committee for Nazir Ajmal Memorial College of Education

Dr. Saha with permission from Dr. Azad asked Academic Compliance Officer, Mr. Anurag Buragohain to constitute a new IQAC committee for NAMCE due to the change of the Coordinator IQAC and inclusion of few new members in the board. Mr. Buragohain further stated and asked the principal and Co Coordinator IQAC to take out a circular stating about the reconstitution of IQAC committee and conduct a meeting by taking permission from Dr. Azad. Mr. Buragohain stated that after the approval from the Chairperson and from the Management dignitary, a meeting would take place and in the decisions would be taken for choosing the committee members.

5.3 Reconstitution of Various Cells/Committees.

Dr. Saha asked the Coordinator IQAC in collaboration with Academic Compliance officer to reconstitute various cells/committees due to change of various faculty members present in the cells/committees. And to place the new faculty members in the cells/committees so that it can be passed in the next IQAC meeting.

5.4 Briefly to be discussed the functioning of IQAC for NAAC Assessment and asking for the updation of SSR till date for NAMCE

From the permission of Dr Saha, Mr. Buragohain presented a powerpoint presentation on the functioning of IQAC. He discussed about the formation of committee, preparation of SSR alongwith IIQA and asked to be very careful while filling the IIQA because if it gets rejected by NAAC, the college gets only 2 chances to rectify its mistake and send for approval to NAAC in a year. So he said to be careful while preparing the IIQA. Mr. Buragohain also mentioned about opening a webpage on IQAC for NAMCE. He asked the college authorities to keep records of the various activities taking place in the colleges by having geotagged pictures. He stated that all departments should provide circular on conducting workshops, fdp's etc and provide a copy for record to IQAC.

He mentioned about Career Advancement Scheme for the faculty members. Mr. Buragohain told the college authorities and IQAC to go for feedback system (students, parents, employee, employer and alumni) as it is a mandatory aspect of NAAC for filling the SSR.

Mr. Buragohain also expressed the importance of IQAC regarding maintaining the documentation relating to the MOU's taking place between NAMCE and other institutions/industry.

Mr. Buragohain also stated the importance of Sensitization workshop to be conducted before filling the SSR and IIQA asked the Dr. Saha to conduct it soon by calling any experts from any reputed universities.

He also mentioned that Faculty Empowerment initiative by conducting workshops on research and publications for bringing some strength regarding the college faculty members research and publication matters.

He also praised the mentoring system that the college is having and asked Dr. Saha to spread its wings and not to stay limited to only studies but also take care of the students psychologically.



He also mentioned about various files to be maintained by the IQAC and asked Ms Sumi Choudhury to make hardcopy files for documentation.

In the context of research and publications, Mr. Buragohain also told the college authorities for resubscription of Infilbnet in order to find out the average number of publications published by the faculty members of NAMCE.

5.5 Vote of Thanks

The meeting ended with a Vote of Thanks by Ms H.A Matin and appreciated everyone with kind words for their presence in the meeting.

Minutes Prepared By

Ms. Halima Abdul Matin

Coordinator IQAC.


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