

## NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

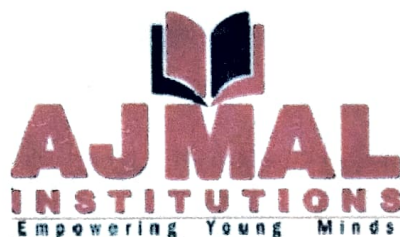
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### 6<sup>th</sup> Internal Quality Assurance Cell Meeting

Dated: 27<sup>th</sup> January, 2023

## AGENDA

S.No	List Of Agenda
6.1	Welcome speech by the Chairperson and introduction of Coordinator and Co Coordinator and Office Executive of IQAC
6.2	Activation of the NAAC Steering Committee
6.3	Proposal for conducting Sensitization workshop on NAAC
6.4	Proposal for conducting the Academic and Administrative Audit for the year 2018-2023
6.5	Proposal for conducting the green audit and energy audit
6.6	Activation of various cells and committees for NAMCE
6.7	Discussion for introducing value added courses
6.8	Passing of the Institutional Development Plan
6.9	Miscellaneous matters
6.10	Vote of Thanks



## NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

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Minutes of 6th IQAC Meeting of Nazir Ajmal Memorial College of Education, held on  
27<sup>th</sup> January 2023.

### Members Present:

SN	Name	Designation
1.	Dr. Ashis Saha, Principal	Chairperson
2.	Dr. MRH Azad, Assistant Professor	Member
3.	Mr. AMS Zaman, Assistant Professor	Co-Coordinator
4.	Mr. Uttam Kumar Das, Assistant Professor	Member
5.	Ms. Halima Abdul Matin, Assistant Professor	Member
6.	Ms. Sumi Choudhury, Assistant Professor	Member
7.	Mr. Jugal Chutia, Assistant Professor	Member
8.	Ms. Suprava DebRoy, Assistant Professor	Member
9.	Mr. Jahidul Haque Choudhury, Manager, Ajmal Foundation	Member
10.	Mr. Pritom J Sarmah, Academic Officer and Learning and Development Officer, Ajmal Foundation	Member
11.	Mr. Shafikul Islam, Librarian	Member
<b>Alumni Member</b>		
12.	Mr. Shamintra Kumar Paul, Assistant Teacher	Member
<b>Present Students</b>		
13.	Mr. Arman Ali, B. Ed 1 <sup>st</sup> Year Trainee	Member
<b>Industry Members</b>		
14.	Mr. Riku Ali Ahmed, Branch Manager, Axis Bank, Hojai	Member
15.	Mr. Abdus Samad, Proprietor, AW Industry, Hojai	Member
<b>Members Absent:</b>		
1	Dr. Shahinoor Alam	Coordinator

**Agenda 6.1- Welcome speech by the Chairperson and introduction of Coordinator and Co Coordinator and Office Executive of IQAC**

Dr. Ashis Saha, Principal, Nazir Ajmal Memorial College of Education extended a warm welcome to all the members present in the meeting.

**Agenda 6.2- Activation of the NAAC Steering Committee**

Mr. AMS Zaman, Co-Coordinator, IQAC activated the NAAC Steering Committee. He also introduced the members of the Committee along with their designations. Dr. Saha then explained the need for the activation of the Steering Committee.

**Agenda 6.3- Proposal for conducting Sensitization workshop on NAAC**

Mr. AMS Zaman, Co-Coordinator proposed that a Sensitization Workshop on NAAC needs to be conducted in the College for which Prof. Debendra Chandra Baruah, Dept. of Energy, Tezpur University need to be invited as a resource person for the workshop.

**Resolution-**

Dr. Saha seeks permission for conducting the workshop which was approved by the members.

**Agenda 6.4- Proposal for conducting the Academic and Administrative Audit for the year 2018-2023**

Mr. Zaman also raised a proposal for conducting the Academic and Administrative Audit for the year 2018-2023. He also informed that two faculty members of Gauhati University were contacted for conducting the audit. They were: Dr. Bhaben Tanti (Botany), Dr. Rajib Handique(History).

**Agenda 6.5- Proposal for conducting the green audit and energy audit**

Mr. Zaman then proposed for conducting the green audit and energy audit for which Dr. Debendra Chandra Baruah was contacted. Dr. Saha then gave a detailed explanation about the Green and Energy Audit.

**Agenda 6.6- Activation of various cells and committees for NAMCE**

Dr. Saha informed about the various Cells which were to be activated for NAMCE. He will also act as a chairperson for all the cells. The various cells are as follows:



## 1. Curriculum aspects-

- a. Ms. Suprava DebRoy (Convener)
- b. Ms. Sajida Begum (Member)
- c. Ms. Nabanita Saikia (Member)

## 2. Teaching, Learning and Evaluation-

- a. Mr. AMS Zaman (Convener)
- b. Mr. Uttam Kumar Das (Convener)
- c. Ms. Dhritima Deka (Member)
- d. Mr. Tuleswar Kaman (Member)

## 3. Research Innovation and Extension-

- a. Ms. Sumi Choudhury (Convener)
- b. Ms. Halima Abdul Matin (Member)
- c. Ms. Dipshikha Rabha (Member)
- d. Ms. Unnayana Konwar (Member)

## 4. Infrastructure and Learning Resources-

- a. Dr. Ashis Saha (Convener)
- b. Dr. Shahinoor Alam (Member)
- c. Ms. Farhana Yesmin (Member)
- d. Ms. Atifa Reshma Parvin (Member)

## 5. Student support and Progression-

- a. Ms. Pratiksha Alamman (Convener)
- b. Ms. Pratima Das (Member)
- c. Mr. Thoiba Singha (Member)
- d. Ms. Ankita Lahon (Member)

## 6. Governance, Leadership and Management-

- a. Mr. Jugal Chutia (Convener)
- b. Ms. Gautami Bharali (Member)
- c. Ms. Sangita Sutradhar (Member)
- d. Mr. K. Rasiananda Singha (Member)

## 7. Institutional Values and Best Practices-

- a. Dr. Ashis Saha (Convener)
- b. Dr. Shahinoor Alam (Member)
- c. Mr. Amrit Dey (Member)



#### **8. Anti Ragging Cell-**

- a. Mr. Uttam Kumar Das (Convener)
- b. Ms. Halima Abdul Matin (Member)
- c. Ms. Dhritima Deka (Member)

#### **9. Internal Complaints Committee and Grievance Redressal Cell-**

- a. Ms. Sumi Choudhury (Convener)
- b. Mr. Ranjit Kumar Singha (Member)
- c. Ms. Pratima Das (Member)

#### **10. Placement Cell and Career Counseling Cell-**

- a. Mr. Jugal Chutia (Convener)
- b. Ms. Sajida Begum (Member)
- c. Dr. Shahinoor Alam (Member)

#### **11. Electoral Literacy Club-**

- a. Mr. K. Rasiananda Singha (Convener)
- b. Ms. Dhritima Deka (Member)
- c. Mr. Amrit Dey (Member)

#### **12. Women Cell-**

- a. Ms. Dipshikha Rabha (Convener)
- b. Ms. Unnayana Konwar (Member)
- c. Ms. Suprava DebRoy (Member)

#### **13. Examination Cell-**

- a. Dr. Shahinoor Alam (Convener)
- b. Mr. AMS Zaman (Member)
- c. Mr. Uttam Kumar Das (Member)

#### **14. Alumni Cell-**

- President: Md. Rafique Ahmed
- Vice President: Rajiv Hussain
- Secretary: Samintra Kumar Paul
- Assistant Secretary: Jyoti Hazarika
- Treasury: Halima Abdul Matin

#### **Executive Members:**

- a. Md. Hussain Ahmed

- b. Asma Ma'am
- c. Hijam Heirang Leima Devi
- d. Leena Devi
- e. Sadana Halima
- f. Babul Bhowmik
- g. Mustafa Al Amin Barbhuyan
- h. Mehbub Hussain Choudhury

## Steering Committee NAAC (2018-2023)

### Preparation of Self Study Report (SSR)

#### For 1<sup>st</sup> Cycle of Accreditation

1. Dr. Ashis Saha	Chairperson
2. Mr. AMS Zaman	Coordinator Steering Committee
3. Ms. Suprava DebRoy	Convener(Criteria I), Member
4. Mr. AMS Zaman	Convener(Criteria II), Member
5. Mr. Uttam Kumar Das	Convener(Criteria II), Member
6. Ms Sumi Choudhury	Convener (Criteria III), Member
7. Dr. Ashis Saha	Convener (Criteria IV), Member
8. Ms. Pratiksha Alamman	Convener (Criteria V), Member
9. Mr. Jugal Chutia	Convener (Criteria VI), Member
10. Dr. Ashis Saha	Convener(Criteria VII), Member
11. Dr. RK Rath	Member
12. Mr. Anurag Buragohain	Member

#### **Agenda 6.7- Discussion for introducing value added courses**

Mr. Zaman also initiated a discussion for introducing value added courses such as Certificate in Yoga, Human Rights, Computer Application etc.

**Resolution-** Dr. Saha has contacted the Gauhati University regarding the value added courses. He along with the proper guidance of Mr. Buragohain, Academic Compliance Officer, Ajmal Group of Institutions has contacted NEILIT and talks has been going on between NEILIT officials and Mr. Buragohain regarding opening of various Value Added courses at NAMCE which are to



be provided by NEILIT. Dr. Saha also informed the members that a nominal fee will be charged from the students for availing these courses. The members approved the proposal.

#### **Agenda 6.8- Passing of the Institutional Development Plan**

Mr. Zaman informed the members that Institutional Developmental Plan was being prepared in three phases i.e. 1<sup>st</sup> phase (2014-2020), 2<sup>nd</sup> phase (2020-2023) and 3<sup>rd</sup> phase (2023-2028)

#### **Agenda 6.9- Miscellaneous matters**

Mr. Arman Ali, student B. Ed 1<sup>st</sup> year trainee, raised issues that the students face due to non availability of common room, problems with the toilets and suffocation problem in room 201.

**Resolution-** The management will look into this matter and try to resolve it at the earliest.

#### **Agenda 6.10- Vote of Thanks**

The meeting concluded with vote of thanks by Mr. AMS Zaman, Co-Coordinator, IQAC, NAMCE.

*Ahmed*

Minutes prepared by:  
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Office Assistant, IQAC



Dr. Shahinoor Alam  
Coordinator, IQAC

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