



**NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION,  
HOJAI**

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

**7<sup>th</sup> Internal Quality Assurance Cell Meeting**

**Dated: 20<sup>th</sup> February, 2024**

**Time: 3:00 pm**

**Venue: Conference Hall, NAMCE**

**AGENDA**

<b>S. No.</b>	<b>List of Agenda</b>
1.	Welcome address by the Principal and Chairperson of IQAC, Dr. Ashis Saha.
2.	Ratification of the minutes of previous IQAC meeting held on 27 <sup>th</sup> January, 2023.
3.	Discussion on replacement of IQAC Coordinator and Co-Coordinator and appointment of NAAC Coordinator and Co-Coordinator.
4.	Discussion on inclusion and reshuffling of faculty members in various Cells and Committees.
5.	Discussion on fulfillment of MoU conditions.
6.	Criterion wise plan of action for the year 2024-25.
7.	Vote of thanks by Ms. Sonali Debnath.

**Members Present:**

Sl.No.	Name	Designation
1.	Dr. Ashis Saha, Principal	Principal & Chairperson
2.	Dr. M.R.H Azad	Assistant Professor
3.	A.M.S Zaman	Assistant Professor
4.	Jugal Chutia	Assistant Professor
5.	Uttam Kumar Das	Assistant Professor
6.	Halima Abdul Matin	Assistant Professor
7.	Ranjit Kumar Singha	Assistant Professor
8.	Sonali Debnath	Assistant Professor
9.	Amrit Dey	Assistant Professor
10.	K. Rasiananda Singha	Assistant Professor
11.	Thoiba Singha	Assistant Professor
12.	Atifa Reshma Parvin	Assistant Professor
13.	Phanjoubam Tompok	Assistant Professor
14.	Pallabi Kakoti	Assistant Professor
15.	Dr. Intekhab Alam Khan	Assistant Professor
16.	Saklin Mustak	Assistant Professor
17.	Lalit Budhayer	Assistant Professor
18.	Sangita Sutradhar	Assistant Professor
19.	Bhaskar Gohain	Assistant Professor
20.	Bhaskar Jyoti Hazarika	Assistant Professor
21.	Priyanka Gogoi	Assistant Professor
22.	Kaji Minnhajul Hoque	Assistant Professor
23.	Bornamika Saikia	Assistant Professor
24.	Puja Bora	Assistant Professor
25.	Khaleda Yasmin Mazumder	Assistant Professor
26.	Taniya Dutta	Assistant Professor
27.	Ahmed Mohi Uddin	Office Executive, IQAC
<b>Invited Members</b>		
28.	Jahidul Haque Choudhury	Manager, Ajmal Foundation
29.	Dr. R.K Rath	Chief Academic Officer, Ajmal Foundation
30.	Dr. Pritom Jyoti Sarmah	College Academic Officer, AGI

### **1. Welcome address by the Principal and Chairperson of IQAC, Dr. Ashis Saha.**

The Principal, Dr. Ashis Saha welcomed the IQAC members as well as the faculties of Nazir Ajmal Memorial College of Education, Hojai to the 7<sup>th</sup> IQAC meeting. Dr. Saha informed the house that due to the resignation of the then IQAC Coordinator, Dr. Shahinoor Alam and the absence of the Principal for quite a long period due to some personal reasons, a lot of valuable inputs have been missed out from the submitted SSR and subsequently, the SSR was withdrawn in the month of January. He then asked everyone to put their best foot forward and prepare wholeheartedly for resubmitting the SSR by the end of 2024. He then requested Mrs. Halima Abdul Matin, Asst. Professor to continue with the next agenda.

### **2. Ratification of the minutes of previous IQAC meeting held on 27<sup>th</sup> January, 2023.**

Mrs. Matin read out the minutes of the 6<sup>th</sup> IQAC meeting. She also presented a copy of the minutes and action taken report in front of the IQAC committee. No objections were raised against the meeting minutes.

### **3. Discussion on replacement of IQAC Coordinator and Co-Coordinator and appointment of NAAC Coordinator and Co-Coordinator.**

Dr. Saha emphasized the fact that since the stand-in Coordinator, Mrs. Halima Abdul Matin will be going for maternity leave, the IQAC will need a new Coordinator as well as Co-Coordinator. He announced that the management has unanimously decided to appoint Ms. Sonali Debnath as the new Coordinator and Ms. Sajida Begum as the Co-coordinator of IQAC. He further stated the need to appoint NAAC Coordinator and Co-Coordinator, who will be responsible for accompanying the peer team members during their visit, ensuring smooth communication and coordination throughout the evaluation process. Dr. M.R.H Azad has been appointed as the NAAC Coordinator while Dr. Intekhab Alam Khan will be serving as NAAC Co-coordinator.

### **4. Discussion on inclusion and reshuffling of faculty members in various Cells and Committees.**

The Principal, Dr. Ashis Saha said that since few faculties have left the college and a few others have joined recently, it is necessary to reshuffle and include the new members in various cells and committees. A thorough discussion was done and Cells and Committees were reshuffled as under:

**Chairperson, IQAC – Dr. Ashis Saha**

**Coordinator, IQAC - Ms. Sonali Debnath**

**Co-Coordinator, IQAC - Ms. Sajida Begum**

**Coordinator, NAAC - Dr. M.R.H Azad**

**Co-Coordinator, NAAC - Dr. Md. Intekhab Alam Khan**

## Members for the 7 Criteria of NAAC:

### 1. Curriculum aspects-

- i. Sajida Begum (Convener)
- ii. Phanjoubam Tompok (Member)
- iii. Bornamika Saikia (Member)
- iv. Puja Bora (Member)

### 2. Teaching, Learning and Evaluation-

- i. AMS Zaman (Convener)
- ii. Uttam Kumar Das (Convener)
- iii. Dr. Md. Intekhab Alam Khan (Member)
- iv. Kaji Minhajul Hoque (Member)
- v. S.S Rakshit (Member)

### 3. Research And Outreach Activities-

- i. Halima Abdul Matin (Convener)
- ii. Taniya Dutta (Member)
- iii. Pallabi Kakoti (Member)
- iv. Khaleda Yasmin Mazumder (Member)
- v. Amir Hussain (Member)

### 7. Institutional Values and Best Practices-

- i. Amrit Dey (Convener)
- ii. Ranjit Kumar Singha (Member)
- iii. Bhaskar Gohain (Member)
- iv. Bhaskar Jyoti Hazarika (Member)
- v. Anuradha Roy (Member)

### 4. Infrastructure and Learning Resources-

- i. Saklin Mustak (Convener)
- ii. Dr. M.R.H Azad (Member)
- iii. Rania Muskan (Member)
- iv. Shafikul Islam (Member)
- v. Sumi Saikia (Member)

### 5. Student support and Progression-

- i. Sonali Debnath (Convener)
- ii. Thoiba Singha (Member)
- iii. Lalit Budhayer (Member)
- iv. Ankita Lahon (Member)
- v. A. Jibananda Singha (Member)

### 6. Governance, Leadership and Management-

- i. Jugal Chutia (Convener)
- ii. Tarangana Rajbongshi (Member)
- iii. Sangita Sutradhar (Member)
- iv. K. Rasiananda Singha (Member)
- v. Priyanka Gogoi (Member)

## Members of various other Cells and Committees:

### 1. Research Committee

- i. Sonali Debnath (Convener)
- ii. Dr. Md. Intekhab Alam Khan (Member)
- iii. Phanjoubam Tompok (Member)
- iv. Amir Hussain (Member)

### 2. Admission Committee

- i. AMS Zaman (Convener)
- ii. Uttam Kumar Das (Member)
- iii. Halima Abdul Matin (Member)

- iv. Jugal Chutia (Member)
- v. A. Jibanananda Singha (Member)

### 3. Grievance Redressal Cell

- i. A. Jibanananda Singha (Convener)
- ii. Dr. M.R.H Azad (Member)
- iii. Jugal Chutia (Member)
- iv. Sumi Saikia (Member)
- vi. Sajida Begum (Member)

#### **4. Anti Ragging Cell**

- i. Uttam Kumar Das (Convener)
- ii. Halima Abdul Matin (Member)
- iii. Thoiba Singha (Member)
- iv. Khaleda Yasmin Mazumder (Member)

#### **5. Women's Cell**

- i. Sangita Sutradhar (Convener)
- ii. Priyanka Gogoi (Member)
- iii. Pallabi Kakoti (Member)
- iv. Anuradha Roy (Member)
- v. Taniya Dutta (Member)

#### **6. Internal Complaints Committee**

- i. Sajida Begum (Convener)
- ii. Ankita Lahon (Member)
- iii. Dr. Md. Intekhab Alam Khan (Member)
- iv. Sangita Sutradhar (Member)

#### **7. Placement and Career Counseling Cell**

- i. Jugal Chutia (Convener)
- ii. Amrit Dey (Member)
- iii. Tarangana Rajbongshi (Member)

#### **8. Electoral Literacy Club**

- i. K. Rasiananda Singha (Convener)
- ii. Lalit Budhayer (Member)
- iii. Phanjoubam Tompok (Member)
- iv. Amir Hussain (Member)

#### **9. Examination Cell**

- i. A.M.S. Zaman (Convener)
- ii. Uttam Kumar Das (Member)
- iii. Ranjit Kumar Singha (Member)
- iv. Amrit Dey (Member)

#### **10. Library Committee**

- i. Shafikul Islam (Convener)
- ii. Atifa Reshma Parvin (Member)
- iii. Saklin Mustak (Member)
- iv. Bornamika Saikia (Member)

#### **11. Alumni Association**

- i. Halima Abdul Matin (Convener)
- ii. K. Rasiananda Singha (Member)
- iii. Lalit Budhayer (Member)

#### **12. Literacy Club of NAMCE**

- i. Taniya Dutta (Convener)
- ii. Bhaskar Gohain (Member)
- iii. Rania Muskan (Member)
- iv. Bhaskar Jyoti Hazarika (Member)
- v. Tarangana Rajbongshi (Member)

#### **13. Building Maintenance Committee**

- i. Jugal Chutia (Convener)
- ii. Ranjit Kumar Singha (Member)
- iii. AMS Zaman (Member)
- iv. A. Jibanananda Singha (Member)

#### **14. Code of Conduct Committee**

- i. AMS Zaman (Convener)
- ii. Uttam Kumar Das (Member)
- iii. Halima Abdul Matin (Member)
- iv. Jugal Chutia (Member)
- v. A. Jibanananda Singha

#### **15. IT Cell of NAMCE**

- i. Thoiba Singha (Convener)
- ii. Kaji Minhajul Haque (Member)
- iii. Amrit Dey (Member)

#### **16. Student Aid Fund Committee**

- i. AMS Zaman (Convener)
- ii. Uttam Kumar Das (Member)
- iii. Halima Abdul Matin (Member)
- iv. Jugal Chutia (Member)
- v. A. Jibanananda Singha

#### **17. Beautification Cell**

- i. Ranjit Kumar Singha (Convener)
- ii. Taniya Dutta (Member)
- iii. Rania Muskan (Member)
- iv. Bornamika Saikia (Member)
- v. Sumi Saikia (Member)

## **18. Waste Management and Energy Policy Execution Committee**

- i. Amrit Dey (Convener)
- ii. Bhaskar Gohain (Member)
- iii. Ranjit Kumar Singha (Member)
- iv. Bhaskar Jyoti Hazarika (Member)

## **20. Purchase Committee**

- i. Ranjit Kr. Singha (Convener)
- ii. Jugal Chutia (Member)
- iii. Amrit Dey (Member)
- iv. Thoiba Singha (Member)
- v. Saklin Mustak (Member)

## **19. Committee against Sexual harassment in work place**

- i. Sajida Begum (Convener)
- ii. Ankita Lahon (Member)
- iii. Dr. Md. Intekhab Alam Khan (Member)
- iv. Sangita Sutradhar (Member)

### **5. Discussion on fulfillment of MoU conditions.**

Dr. Saha informed that the college has signed Memorandum of Understanding (MoU) with various institutions in and around Assam. However, the conditions of these MoUs are not satisfactorily fulfilled and hence, the IQAC will be looking forward to fulfilling these conditions in the coming months. He also said that the college is also looking forward to signing MoUs with institutions at the International level.

### **6. Criterion wise plan of action for the year 2024-25.**

Dr. Saha said that since the college is planning to go for reapplication of NAAC Assessment and Accreditation process by the end of the year, it is very important that a criterion wise plan of action needs to be developed and followed for the smooth conduction of various events. He then read out the criterion wise plan of action:

#### **Criterion-I**

1. Internal committee needs to be formed for monitoring the curriculum completion and reviewing.
2. FDP/CBP should be attended by the faculties more frequently for implementing new trends in curriculum transition.
3. For localization of the curriculum, educational tours need to be organized.
4. More Value-Added Courses may be offered such as – Yoga, Computer Application, etc.
5. Regularization and refining of the structure/system of feedback collection from the stakeholders.

#### **Criterion-III**

1. Encourage teachers for research work by granting leaves and extending financial support.
2. Conduct awareness programs on women's health issues, mental health, HIV and AIDS.
3. Organize campaigns like anti-drug, anti-tobacco and anti-alcohol.

4. Organize awareness programs on water, energy and disaster management.

#### Criterion-IV

1. Upgradation of smart classrooms.
2. Quotation on reading books need to be pasted on the Library walls.
3. Library awareness workshop by experienced person from University.
4. Research related published works to be made available at the Library.
5. Facilities for E-content development to be made available.

#### Criterion-V

1. Webinar on Research Methodology & Statistical Techniques.
2. Career & Personal counseling session.
3. Food Fest to be organized.
4. Green Day campaigning to be done.
5. Field Visits to be done more frequently.
6. Case Study/Action Research by the interns.
7. Learning Management System to be developed.
8. Career Exploration Workshop to be organized.
9. Resume Writing & Interview Skills Workshop to be organized.
10. Stress Management and Financial Literacy workshop to be organized.

#### Criterion-VI

1. Conduct programs relating to the development of Women in the society such as Self defense, financial literacy and balancing family and professional life.
2. Conduct Alumni Association meetings more frequently.
3. Update existing policies regarding leaves for faculties for research work.
4. Look for raising funds from Non-government Organizations for research projects.

#### Criterion-VII

1. Organize awareness program for waste management and develop a mechanism for disposing waste.
2. Installation of vermi-compost in the college campus.
3. MoUs to be done with E-waste management companies for managing and disposing E-wastes.
4. Segregation of waste to be done.
5. Install tanks and reservoirs to store rainwater and reuse as and when needed.
6. Waste water recycling to be done.
7. Move towards paperless office.
8. Encourage use of bicycles and E-Vehicles.

**5. Vote of thanks by Ms. Sonali Debnath.**

The meeting concluded with Vote of thanks by the newly selected Coordinator of IQAC, Ms. Sonali Debnath. She stated that if we continue to work hard, we will surely be able to achieve the objectives of NAAC A&A process. She further extended her heartfelt gratitude to all the criteria members as well as the dignitaries from Ajmal Foundation for gracing the meeting with their presence and valuable suggestions.

*Ahmed*  
22/02/24

Minutes prepared by:

Ahmed Mohi Uddin

Office Executive, IQAC

*S*  
22/02/24

**Ms. Sonali Debnath**

**IQAC Coordinator**

Co-Ordinator, IQAC

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