



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

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

8th Internal Quality Assurance Cell Meeting

Dated: 30th September, 2024

Time: 2:00 pm onwards

Venue: Conference Hall, Nazir Ajmal Memorial College of Education, Hojai.

AGENDA

Sl. No.	Event Name	Time	Person(s) Responsible
1.	Welcome Address	2:00 pm- 2:05 pm	Dr. Ashis Saha, Principal, Nazir Ajmal Memorial College of Education, Hojai.
2.	Ratification of the minutes of previous IQAC meeting held on 20 th February, 2024.	2:05 pm - 2:15 pm	Ms. Sonali Debnath, IQAC Co-Coordinator
3.	Formation of new cells, committees and clubs.	2:15 pm - 2:25 pm	
4.	Reshuffling of members of existing cells and committees.	2:25 pm - 2:35 pm	
5.	Presentation on progression of NAAC preparation.	2:35 pm - 3:05 pm	
6.	Discussion on Educational tour	3:05 pm - 3:15 pm	Dr. Ashis Saha, Principal, Nazir Ajmal Memorial College of Education, Hojai.
7.	Updating the members of Internal Quality Assurance Cell (IQAC)	3:15 pm - 3:30 pm	
8.	Adoption of new college logo	3:30 pm - 3:35 pm	
9.	Discussion regarding the celebration of Aluminium Jubilee and organisation of Alumni Meet	3:35 pm- 3:45 pm	Dr. M.R.H Azad, IQAC Coordinator
10.	Vote of thanks	3:55 pm - 4:00 pm	

Members Present:

Sl.No.	Name	Designation
1.	Dr. Ashis Saha	Principal & Chairperson
2.	Dr. M.R.H Azad	Assistant Professor & IQAC Coordinator
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.	Sajida Begum	Assistant Professor
9.	A. Jibananda Singha	Assistant Professor
10.	Sonali Debnath	Assistant Professor & IQAC Co-Coordinator
11.	Amrit Dey	Assistant Professor
12.	K. Rasiananda Singha	Assistant Professor
13.	Thoiba Singha	Assistant Professor
14.	Tarangana Rajbongshi	Assistant Professor
15.	Phanjoubam Tompok	Assistant Professor
16.	Puja Bora	Assistant Professor
17.	Khaleda Yasmin Mazumder	Assistant Professor
18.	Saklin Mustak	Assistant Professor
19.	Sangita Sutradhar	Assistant Professor
20.	Bhaskar Gohain	Assistant Professor
21.	Bhaskar Jyoti Hazarika	Assistant Professor
22.	Sumi Saikia	Assistant Professor
23.	Kaji Minhajul Hoque	Assistant Professor
24.	Rania Muskan	Assistant Professor
25.	Anuradha Roy	Assistant Professor
26.	Amir Hussain	Assistant Professor
27.	Ahmed Mohi Uddin	Office Assistant, IQAC
Invited Members		
28.	Dr. Khasrul Islam	Director, Ajmal Foundation
29.	Jahidul Haque Choudhury	Manager, Ajmal Foundation
30.	Dr. R.K Rath	Chief Academic Officer, Ajmal Foundation
31.	Mr. Abdul Samad	Proprietor, AW Industry

Minutes of the meeting:

1. Welcome address.

The meeting commenced with welcome address by the Principal and Chairperson, Dr. Ashis Saha who welcomed all attendees and expressed gratitude for their presence. He highlighted the importance of the meeting's agenda and encouraged everyone to put forward their valuable suggestions.

2. Ratification of the minutes of previous IQAC meeting held on 20th February, 2024.

Ms. Sonali Debnath, IQAC Co-coordinator presented the minutes of 7th IQAC meeting. The members passed the minutes without any objection.

3. Formation of new cells, committees and clubs.

Ms. Debnath stated that since NAAC has released its new proforma, the members of various criteria, cells and committees need to be reshuffled to in order to distribute the responsibilities equally among the faculties. Few new clubs have also been introduced. A detailed breakdown of the same has been listed in the following item.

4. Reshuffling of members of existing criteria, cells, committees and clubs.

Members of the 10 Criteria of NAAC

Criterion- I

- i. Phanjoubam Tompok (Convener)
- ii. Sonali Debnath (Member)
- iii. Sagorika Neog (Member)

Criterion- II

- i. Rania Muskan (Convener)
- ii. Ahmed Mohi Uddin (Member)

Criterion- III

- i. Saklin Mustak (Convener)
- ii. Thoiba Singha (Member)
- iii. Shafikul Islam (Member)

Criterion- IV

- i. Jugal Chutia (Convener)
- ii. A. Jibananda Singha (Member)
- iii. Ranjit Kumar Singha (Member)

Criterion- V

- i. A.M.S Zaman (Convener)
- ii. Sajida Begum (Member)
- iii. Bhaskar Gohain (Member)
- iv. Rania Muskan (Member)

Criterion- VI

- i. Uttam Kumar Das (Convener)
- ii. Tarangana Rajbongshi (Member)
- iii. Puja Bora (Member)
- iv. Bhaskar Jyoti Hazarika (Member)

Criterion- VII

- i. Dr. Ashis Saha (Convener)
- ii. Kaji Minhajul Hoque (Member)
- iii. Anuradha Roy (Member)

Criterion- VIII

- i. Halima Abdul Matin (Convener)
- ii. Sangita Sutradhar (Member)

iii. Ahmed Mohi Uddin (Member)

Criterion- IX

- i. Sonali Debnath (Convener)
- ii. Sumi Saikia (Member)
- iii. Amir Hussain (Member)

Criterion- X

- i. Amrit Dey (Convener)
- ii. Halima Abdul Matin (Member)
- iii. Khaleda Yasmin Mazumder (Member)
- iv. K. Rasiananda Singha (Member)

Members of various other Cells and Committees

1. Research Committee

- i. Sonali Debnath (Convener)
- ii. Phanjoubam Tompok (Member)
- iii. Amir Hussain (Member)

2. Admission Committee

- i. AMS Zaman (Convener)
- ii. Uttam Kumar Das (Member)
- iii. A. Jibananda Singha (Member)
- iv. Jugal Chutia (Member)

3. Grievance Redressal Cell

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

4. Anti-Ragging Cell

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

5. Women's Cell

- i. Sangita Sutradhar (Convener)
- ii. Sonali Debnath (Member)
- iii. Sumi Saikia (Member)
- iv. Anuradha Roy (Member)

6. Internal Complaints Committee

- i. Sajida Begum (Convener)
- ii. Sonali Debnath (Member)
- iii. Halima Abdul Matin (Member)
- iv. Sangita Sutradhar (Member)

7. Placement and Career Counseling Cell

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

8. Electoral Literacy Club

- i. K. Rasiananda Singha (Convener)

- ii. Amir Hussain (Member)
- iii. Phanjoubam Tompok (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. Saklin Mustak (Member)

11. Alumni Association

- i. Halima Abdul Matin (Convener)
- ii. K. Rasiananda Singha (Member)
- iii. Rania Muskan (Member)

12. Literary Club of NAMCE

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

13. Building Maintenance Committee

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

14. Code of Conduct Committee

- i. AMS Zaman (Convener)
- ii. Jugal Chutia (Member)
- iii. Halima Abdul Matin (Member)

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)

18. Waste Management and Energy Policy Execution Committee

- i. Amrit Dey (Convener)
- ii. Bhaskar Gohain (Member)
- iii. Bhaskar Jyoti Hazarika (Member)

19. Committee against Sexual harassment at work place

- i. Sajida Begum (Convener)
- ii. Khaleda Yasmin Mazumder (Member)
- iii. Sangita Sutradhar (Member)

20. Purchase Committee

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

17. Beautification Cell

- i. Ranjit Kumar Singha (Convener)
- ii. Puja Bora (Member)
- iii. Rania Muskan (Member)
- iv. Sumi Saikia (Member)

21. Counselling Centre

- i. Dr. Ashis Saha (Convener)
- ii. A.M.S Zaman (Member)
- iii. Halima Abdul Matin (Member)
- iv. Jugal Chutia (Member)
- v. Anuradha Roy (Member)

22. Internal Committee for Curriculum Monitoring

- i. Dr. Ashis Saha (Convener)
- ii. A.M.S Zaman (Member)
- iii. Uttam Kumar Das (Member)

23. Editorial Board of NAMCE

- i. Dr. Ashis Saha (Convener)
- ii. Sonali Debnath (Member)
- iii. Phanjoubam Tompok (Member)

Members of various Clubs**1. Environmental Club**

- i. Khaleda Yasmin Mazumder (Convener)
- ii. Sajida Begum (Member)
- iii. Kaji Minhajul Hoque (Member)

2. Science Club

- i. Khaleda Yasmin Mazumder (Convener)
- ii. Kaji Minhajul Hoque (Member)

3. Sports Club

- i. Uttam Kumar Das (Convener)

- ii. A. Jibananda Singha (Member)
- iii. Jugal Chutia (Member)
- iv. Ranjit Kumar Singha (Member)

4. Cultural Club

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

5. Mental Health & Yoga Club

- i. Puja Bora (Convener)
- ii. Jugal Chutia (Member)

5. Presentation on progression of NAAC preparation.

The IQAC Co-coordinator, Ms. Sonali Debnath presented a detailed PPT containing the Criterion-wise progression of NAAC preparation. Some of the key highlights of the presentation included-

- a. The IQAC has collected and stored the research works of faculties including certificates of FDPs attended.

- b. Emphasis has been given on Indian Knowledge System. An invited talk was delivered by Prof. Amalendu Chakraborty, Retd. VC of Rabindranath Tagore University and the B.Ed. trainees have also presented seminar papers on IKS.
- c. The college website has been redesigned. Learning Management Software (LMS) has also been added to it and materials are uploaded on a regular basis.
- d. Facilities have been updated to make the campus disabled-friendly.
- e. IQAC has developed a mechanism to collect feedback via Google form after conducting every event.
- f. Emphasis is being given on organizing research workshops for faculties.
- g. Rainwater harvesting system has been installed in the campus.

6. Discussion on Educational tour.

It was resolved that a detailed proposal needs to be prepared and presented to the management for organising educational tour.

7. Updating the members of Internal Quality Assurance Cell (IQAC)

Since a few members of Internal Quality Assurance Cell has left the institution, it was resolved that the following persons would replace them:

Dr. Pritom Jyoti Sarmah, Learning and Development Officer, Ajmal Foundation will be replaced by Dr. Intekhab Alam Khan, OSD (Education), Ajmal Foundation as a member of IQAC and Mr. Arman Ali will be replaced by Mr. Nandajit Singha, B.Ed. 1st year trainee as the Student Representative of IQAC.

8. Adoption of new college logo.

It was resolved that the adoption of new college logo needs more brain storming and hence it will be discussed thoroughly at the upcoming Governing Body meeting scheduled to take place in the month of December, 2024.

9. Discussion regarding the celebration of Aluminium Jubilee and organisation of Alumni Meet.

It was resolved that a separate meeting need to be organised for discussing the celebration of Aluminium Jubilee. The Alumni Meet is scheduled to take place on 17th November, 2024 (Sunday) tentatively.

10. Vote of Thanks

The meeting concluded with vote of thanks by Dr. M.R.H Azad, IQAC Coordinator. He extended his heartfelt gratitude to the Hon'ble Director of Ajmal Foundation, Dr. Khasrul Islam for his presence and valuable suggestions. He also expressed his gratitude to the Principal, Dr. Ashis Saha and the staff members for their active participation in making this meeting a successful one.



Minutes prepared by:
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