



NAZIR AJMAL MEMORIAL COLLEGE OF EDUCATION, HOJAI

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

9th Internal Quality Assurance Cell (IQAC) Meeting

Dated: 8th May, 2025

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, NAMCE
2.	Ratification of the minutes of previous IQAC meeting held on 30 th September, 2024	2:05 pm - 2:15 pm	Ms. Sonali Debnath, IQAC Co-Coordinator and Assistant Professor, NAMCE
3.	Merging and restructuring of cells and committees	2:15 pm - 2:25 pm	
4.	Modification of the policies of cells and committees	2:25 pm - 2:40 pm	
5.	Discussion regarding National Seminar	2:40 pm - 3:00 pm	
6.	Discussion regarding International Seminar	3:00 pm - 3:20 pm	
7.	Discussion regarding organizing of Alumni Meet – 2025	3:20 pm - 3:45 pm	Mr. Jugal Chutia, Assistant Professor, NAMCE
8.	Conduction of Audits for the current academic year	3:45 pm – 3:50 pm	Dr. Ashis Saha, Principal, NAMCE
9.	Adoption of new college logo	3:50 pm – 3:55 pm	
10.	Vote of thanks	3:55 pm - 4:00 pm	Dr. M.R.H Azad, IQAC Coordinator, NAMCE

Anchor: Ms. Sonali Debnath, IQAC Co-Coordinator and Assistant Professor, NAMCE

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.	Ranjit Kumar Singha	Assistant Professor
7.	Sajida Begum	Assistant Professor
8.	Sonali Debnath	Assistant Professor & IQAC Co-Coordinator
9.	Amrit Dey	Assistant Professor
10.	K. Rasiananda Singha	Assistant Professor
11.	Thoiba Singha	Assistant Professor
12.	Phanjoubam Tompok	Assistant Professor
13.	Khaleda Yasmin Mazumder	Assistant Professor
14.	Saklin Mustak	Assistant Professor
15.	Bhaskar Gohain	Assistant Professor
16.	Bhaskar Jyoti Hazarika	Assistant Professor
17.	Kaji Minhajul Hoque	Assistant Professor
18.	Anuradha Roy	Assistant Professor
19.	Amir Hussain	Assistant Professor
20.	Angkana Gogoi	Assistant Professor
21.	Ahmed Mohi Uddin	Office Assistant, IQAC

Due to unforeseen circumstances, the following members were absent from the meeting:

Sl. No.	Name	Designation
1.	Dr. Khasrul Islam	Director, Ajmal Foundation
2.	Dr. R.K Rath	Chief Academic Officer, Ajmal Foundation
3.	Mr. Abdul Samad	Proprietor, AW Industry

Minutes of the meeting:

1. Welcome address.

The meeting began with a welcome address from the Principal and Chairperson, Dr. Ashis Saha, who greeted all participants and thanked them for attending. He underscored the importance of the agenda and encouraged everyone to contribute their valuable suggestions.

2. Ratification of the minutes of previous IQAC meeting held on 30th September, 2024.

Ms. Sonali Debnath, IQAC Co-coordinator, shared the minutes of the 8th IQAC meeting, which were unanimously approved by the members without any objections.

3. Merging and restructuring of cells and committees

Ms. Debnath mentioned that managing the activities of all cells and committees has become increasingly difficult. Therefore, the IQAC has decided to consolidate some of them and discontinue those that contribute minimally to the college.

The modified list of attributes, cells, committees and clubs are as follows:

Attributes:

Criterion-I Curriculum Design	Name	Designation
	Phanjoubam Tompok	Convener
	Sonali Debnath	Member
Criterion-II Faculty Resources	Name	Designation
	Dr. Ashis Saha	Convener
	Ahmed Mohi Uddin	Member
Criterion-III Infrastructure	Name	Designation
	Saklin Mustak	Convener
	Thoiba Singha	Member
	A. Jibananda Singha	Member
Criterion-IV Financial Resources & Management	Name	Designation
	Jugal Chutia	Convener
	A. Jibananda Singha	Member
	Ranjit Kumar Singha	Member
Criterion-V Learning & Teaching	Name	Designation
	A.M.S Zaman	Convener
	Sajida Begum	Member
	Bhaskar Gohain	Member
Criterion-VI Extended Curricular Engagements	Name	Designation
	Uttam Kumar Das	Convener
	Ranjit Kumar Singha	Member
	Nasrullah Ahmed Khan	Member
	Angkana Gogoi	Member
	Bhaskar Jyoti Hazarika	Member
Criterion -VII Governance and Administration	Name	Designation
	Dr. Ashis Saha	Convener
	Kaji Minhajul Hoque	Member
	Anuradha Roy	Member

Criterion-VIII Student Outcomes	Name	Designation
	Jugal Chutia	Convener
	Sajida Begum	Member
	Ahmed Mohi Uddin	Member
Criterion-IX Research & Innovation Outcomes	Name	Designation
	Dr. M.R.H Azad	Convener
	Sonali Debnath	Member
	Phanjoubam Tompok	Member
	Amir Hussain	Member
	Kanai Sarkar	Member
Criterion-X Sustainability Outcomes	Name	Designation
	Amrit Dey	Convener
	Sonali Debnath	Member
	Khaleda Yasmin Mazumder	Member
	K. Rasiananda Singha	Member

Cells and Committees:

1. Research Committee

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

2. Admission Committee

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

3. Grievance Redressal Cell

- i. Sajida Begum (Convener)
- ii. Dr. M.R.H Azad (Member)
- iii. A. Jibanananda Singha (Member)
- iv. Saklin Mustak (Member)

4. Anti-Ragging Cell

- i. Uttam Kumar Das (Convener)
- ii. Khaleda Yasmin Mazumder (Member)
- iii. Ankana Gogoi (Member)

5. Women's Cell

- i. Anuradha Roy (Convener)
- ii. Sonali Debnath (Member)
- iii. Ankana Gogoi (Member)

6. Internal Complaints Committee

- i. Sajida Begum (Convener)
- ii. Sonali Debnath (Member)

- iii. Phanjoubam Tompok (Member)

7. Placement and Career Counseling Cell

- i. Jugal Chutia (Convener)
- ii. Nasrullah Ahmed Khan (Member)
- iii. Ranjit Kumar Singha (Member)

8. Electoral Literacy Club

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

9. Examination Cell

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

10. Alumni Association

- i. Jugal Chutia (Convener)
- ii. K. Rasiananda Singha (Member)
- iii. Sajida Begum (Member)
- iii. Ranjit Kumar Singha (Member)

11. Counselling Centre

- i. Dr. Ashis Saha (Convener)
- ii. A.M.S Zaman (Member)
- iv. Kaji Minhajul Hoque (Member)
- v. Anuradha Roy (Member)

12. Internal Committee for Curriculum Monitoring

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

13. Editorial Board of NAMCE

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

14. Village Adoption Cell

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

15. Practice Teaching & Internship Cell

- i. Uttam Kumar Das (Convener)
- ii. Jugal Chutia (Member)
- iii. Phanjoubam Tompok (Member)
- ii. Amrit Dey (Member)

16. Sustainability Committee

- i. Amrit Dey (Convener)
- ii. Khaleda Yasmin Mazumder (Member)
- iii. Anuradha Roy (Member)

Clubs:

1. Science Club

- i. Khaleda Yasmin Mazumder (Convener)
- ii. Kaji Minhajul Hoque (Member)
- iii. Nasrullah Ahmed Khan (Member)

2. Sports Club

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

3. Cultural Club

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

4. Mental Health & Yoga Club

- i. A. Jibananda Singha (Convener)
- ii. Jugal Chutia (Member)
- iii. Kaji Minhajul Hoque (Member)

4. Literary Club

- i. Jugal Chutia (Convener)
- ii. Ranjit Kumar Singha (Member)
- iii. Angkana Gogoi (Member)

4. Modification of the policies of cells and committees

Ms. Debnath informed that the IQAC, with the help of the faculty members have modified the policies of the cells and committees as per the need and also presented copies of the same for reference. She also informed that these policies will be updated in the college website under respective cell or committee.

5. Discussion regarding National Seminar

Ms. Debnath asserted that the IQAC has planned to organise a national seminar on 30th May, 2025 via blended mode. She included that the preparations for the same has been started and the flyer is also ready to be publicized. Ms. Sonali Debnath said that the speaker for the seminar will be Prof. Bishnupada Nanda from Jadavpur University, West Bengal and that the seminar proceedings will be published in an edited book with ISBN.

6. Discussion regarding International Seminar

A discussion was initiated regarding the organisation of an International Seminar at the college. After a fruitful discussion among the members, it was decided that a 2-Day International Seminar will be organised from 9th to 10th September, 2025 via blended mode. The speakers for the two days were decided as follows: For Day 1 – International Speaker: Prof. Misbahuddin Syed, Director, Next Generation Technology and Prof. Gayatree Goswamee, Admin, Dept. of Education, USTM. For Day 2 – Prof. Dulumoni Goswami, HoD, Dept. of Education, Gauhati University, Dr. R.K Rath, Chief Academic Officer, Ajmal Foundation. It was also decided that the seminar proceedings will be published in an edited book with ISBN.

7. Discussion regarding organizing of Alumni Meet – 2025

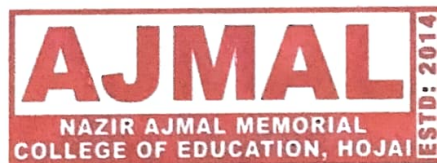
As per the resolutions of the previous meetings, it was decided that the Alumni Meet has been rescheduled for 28th July, 2025 from 10 am onwards at the college campus. The responsibilities have been distributed among the faculties for the smooth conduction of the event. It was also suggested that the college should focus on ensuring maximum Alumni turnout to make the event a memorable one.

8. Conduction of Audits for the current academic year

The Principal, Dr. Ashis Saha said that he has been in talks with the experts to conduct the Academic & Administrative Audit and Green & Energy Audit for the academic year 2025-26. He also added that the audits will be conducted as per the dates feasible for the experts and after the conclusion of B.A and B.Ed. final examinations.


9. Adoption of new college logo

Dr. Saha informed the attendees that the management has unanimously decided to adopt a new college logo. He also displayed a copy of the newly adopted logo as under:

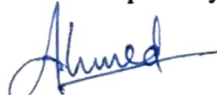


10. Vote of thanks

The meeting ended with a vote of thanks delivered by the IQAC Coordinator, Dr. M.R.H Azad. He sincerely thanked the members for their attendance and insightful suggestions. Additionally, he expressed his appreciation to the Principal, Dr. Ashis Saha, and the staff for their active involvement in ensuring the success of the meeting.


Dr. M.R.H Azad
IQAC Coordinator
Co-Ordinator, IQAC
Nazir Ajmal Memorial College of Education
Hojai, Assam-782435

Minutes Prepared by:


Ahmed Mohi Uddin
Office Assistant, IQAC