

# PITHUBAR GIRLS' DEGREE COLLEGE, KHOWANG



P.O. Khowang Ghat :: Pin-785676  
Dist.-Dibrugarh (Assam)  
E-mail : iqacpgdc@gmail.com

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

*Mr. Horen Chamuah*

Principal (I/C)  
Mobile : 9954437683  
E-mail : pithubarcollegekhowang@gmail.com

*Asstt. Prof. Archona Saikia*

Co-ordinator  
Mobile : 9678510052  
E-mail : archonasaikia25@gmail.com

Ref. No. : .....

Date : .....

### Notice

Date: 27/12/2015

It is for general information to all the respected members of IQAC Core-Committee that the IQAC meeting will be held on 02-01-2016 (Saturday) at 2 pm to discuss the following agenda in the Teachers' Common Room. The presence of the Core Committee Members is highly solicited.

#### **Agenda Items:**

1. Welcome address
2. Awareness programme on NAAC assessment and accreditation
3. Discussion on academic matters for the upcoming session of even semester 2016
4. Miscellaneous

Coordinator

IQAC

P.G.D.

**Co-ordinator**  
**IQAC, Pithubar Girls' Degree**  
**College, Khowang**

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### Agenda


**IQAC Meeting Held on 02/01/2016**

**Venue -Teachers' Common Room**

**Time -2pm**

#### **Agenda Items:**

1. Welcome address
2. Awareness programme on NAAC assessment and accreditation .
3. Discussion on academic matters for the upcoming session of even semester 2016
4. Miscellaneous

  
02/01/16  
Principal I/C  
Pithubar Girls' Degree College  
Khowang



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Ref. No. : .....

Date : .....

### Notice

Date: 12.04.2016

It is for general information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 16-04-2016 (Saturday) to discuss the following agenda . The presence of the Core Committee Members is highly solicited.

Time -2pm

Venue—Teachers' Common

#### **Agenda Items:**

1. Welcome address
2. Discussion and adoption of the Action Taken Report on the Resolutions adopted in the last IQAC Meeting held on 2<sup>nd</sup> January 2016.
3. Discussion on academic matters for the upcoming session of odd semester to commence from July 2016.
4. Installation of bio-metric device to monitor teachers' attendance.
5. Submission of course completion certificate by the teaching faculty with the departmental Head

*Archona Saikia*  
 Co-ordinator  
 IQAC, Pithubar Girls' Degree  
 College, Khowang  
 P.O.D. College, Khowang

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*Asstt. Prof. Archona Saikia*

Co-ordinator  
Mobile : 9678510052  
E-mail : archonasaikia25@gmail.com

Ref. No. : .....

Date : .....

### Agenda


**IQAC Meeting Held on 16/04/2016**

**Venue -Teachers' Common Room**

**Time -2pm**

#### **Agenda Items:**

1. Welcome address
2. Discussion and adoption of the Action Taken Report on the Resolutions adopted in the last IQAC Meeting held on 2<sup>nd</sup> January 2016.
3. Discussion on academic matters for the upcoming session of odd semester to commence from July 2016.
4. Installation of bio-metric device to monitor teachers' attendance.
5. Submission of course completion certificate by the teaching faculty with the departmental Head .

  
16/04/16  
Principal Vc  
Pithubar Girls' Degree College  
Khowang



Proceeding

Date: 02.01.2016

The meeting began with the Chairperson introducing all the members with a brief introduction of each member and read the agenda of the meeting. He explained the role and importance of the Internal Quality Assurance Cell for the academic development of the institution and gave an idea about its functions. Dr. Jituranjan Chetia, Sr. Instrument Operator, Dept,of Chemistry, Dibrugarh University explained the role and importance of the IQAC with the help of a Power Point Presentation. He also explained the role of the IQAC Coordinator and the entire institution in building up a rich academic culture among the students and members of staff of the institution. He also suggested all the departments to organize seminars, workshops, conferences, symposia and the like in collaboration with IQAC as per NAAC guidelines.

After due deliberation the meeting resolved to:

1. Organized an in-campus awareness programme on the process of NAAC assessment and accreditation.
2. Inform the HODs of all Departments to notify among departmental teaching faculty the course distribution plan for the upcoming even semester classes.
3. Direct the teaching faculty to transact the syllabus in an effective manner within stipulated time-frame.
4. Intimate the teaching faculty to submit the course completion certificate at the end of the academic session.
5. Arrange a counseling session in all departments for the students guiding them about their upcoming semester examination.

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18/04/16  
Principal  
Pibubor Ghossein College  
Lisabing