

# 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:15/6/2018**

It is for information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 23-06-2018 to discuss the following agenda. All are requested to attend the same.

Venue—Assamese Dept (Class Room)

Time—2.30pm

Date—23/06/2018

Agenda:

1. Welcome Address.
2. Action Taken Report on the proceeding of IQAC meeting dated on 07/02/2018.
3. Discussion on the preparation of IQA and SSR.
4. Orientation session for 1<sup>st</sup> semester students.

*Archona Saikia*  
15/6/18  
Coordinator  
Co-ordinator  
IQAC, Pithubar Girls' Degree  
College, Khowang

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### Agenda of IQAC Meeting Dtd 23/06/2018

1. Welcome Address.
2. Action Taken Report on the proceeding of IQAC meeting dated on 07/02/2018.
3. Discussion on the preparation of IQA and SSR.
4. Orientation session for 1<sup>st</sup> semester student

*[Signature]*  
23/06/18  
Principal I/C  
Pithubar Girls' Degree College  
Khowang

**Proceeding of IQAC meeting held on 07/02/2018**

**Venue—Teachers' Common Room**

**Time 2pm**

**Chairperson---Mr Horen Chamuah (Principal i/c)**

The meeting started with the welcome speech of Chairperson Mr. Horen Chamuah. Mrs. Archona Saikia, the coordinator, explained the purpose of the meeting. She also presented the proceedings of the last meeting held on 27<sup>th</sup> August 2017. She presented the Action Taken Report on the resolutions adopted in the last meeting. After that co-ordinator said about the preparation of organizing national seminar by the dept of Political Science and Economics ,

**( Submitted on 07 /02/2018)**


**Action Taken Report of the IQAC meeting held on 27/ 8/2017**

1. Department of Political Science and Economics send a proposal to ICSSR for holding National Seminar. . Topic \_ Gender Equality and women empowerment; A North Estem Perspective
2. Preparation of student profile is in the process.
3. Preparation for holding parents-teacher meet is going on.
4. Academic Committee is set up by taking all Heads as members.
5. Seminar Organizing committee was formed as follows:
  - a. Joint coordinator -----Mrs Archona Saikia  
Mr Manuranjan Phulkonwae
  - b. Assistant Cordinator Mr Bhupen Saikia  
Mr Birinchi Chetia  
Mr Pramod lahon

At the vary outset the Co-Ordinator who is also the joint coordinator of Seminar Organizing committee let the house know that their proposal for organizing seminar had been accepted by ICSSR. She requested all to extend all possible help and assistance for successfully organizing it. After detailed discussion on the arrangement of holding Seminar following resolution were taken.

1. It is resolved that the National Seminar will be organized on 28<sup>th</sup> and 29<sup>th</sup> March, 2018.
2. It is resolved that different committees were to be formed for proper and smooth conduct of the seminar.

The meeting ended with Chairperson's offering the vote of thanks.

  
23/06/18  
Principal i/c  
Punjab Girls' High School  
Kharokang

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*Asstt. Prof. Archona Saikia*

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

Ref. No. : .....

Date : .....

### Notice

Date: 17/09/2018

It is for information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 26-09-2018 at 2 pm to discuss the following agenda in the college conference room. All the concerned members are hereby requested to attend the same.

Venue- Teachers' Common Room

Time 2pm

Agenda:

1. Welcome Address
2. Action Taken Report on the proceeding the IQAC meeting dated on 23/06/2018.
3. Formation of Whatsapp Group.
4. Preparation of Teaching Plan.
5. Discussion and Finalization of student's feedback form.
6. Discussion on the formation of ICC.

*Archona Saikia*  
17/09/18  
Coordinator  
IQAC  
Pithubar Girls' Degree  
College, Khowang

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Co-ordinator

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Ref. No. : .....

Date : .....

### Agenda of IQAC meeting dtd 26/09/2018

Venue- Teachers' Common Room

Time 2pm

1. Welcome Address
2. Action Taken Report on the proceeding the IQAC meeting dated on 23/06/2018.
3. Formation of Whatsapp Group.
4. Preparation of Teaching Plan.
5. Discussion and Finalization of student's feedback form.

  
26/09/18  
Principal I/C  
Pithubar Girls' Degree College  
Khowang

**The Proceeding of the meeting of IQAC held on 23-06-2018**

Venue –Assamese Dept (Class Room)

Time—2.30pm

Date—23/06/2018

Chairperson –Mr Horen Chamuah ( Principal i/c)

The meeting was chaired by Mr. Horen Chamuah, Principal (i/c) -cum -chairperson of IQAC. After reading out the agenda of the meeting he directed the Co-Ordinator IQAC Mrs. Archona Saikia, to explain the objective of the meeting. She explained the objective of the meeting which was to discuss the preparation IIQA and SSR. She read out the proceedings of the last sitting held on 7<sup>th</sup> February 2018. The proceedings of the last meeting was placed for approval of the meeting and it was duly approved by the meeting unanimously. The Co-Ordinator also submitted the Action Taken Report of the resolutions adopted in the last meeting.

This Action Taken Report on the basis of the resolutions adopted in the meeting held on 7<sup>th</sup> February 2018 was submitted in today's meeting for approval.

1. The National Seminar was successfully organized as per schedule on 28<sup>th</sup> and 29<sup>th</sup> March 2018.
2. The committees were formed and they contributed to the successful conduct of the National Seminar.

The meeting after due verification approved the Action Taken Report submitted.

The discussion on other items of the agenda continued and the meeting adopted the following resolutions after due deliberation:

1. to finalize departmental profile for the period from June 2018 to May 2019
2. to hold an orientation session for the first semester students.
3. to reshuffle and update mentor-mentees list
4. to ensure proper awareness on the process of assessment and accreditation of NAAC among teaching and non- teaching staff as well as students.
5. to hold a counseling session after 1<sup>st</sup> Sessional Test
6. to form an academic cell to look after the academic aspect of the college

The meeting was declared to be dissolved after offering vote of thanks by the chairperson.

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26/09/18  
Principal i/c  
Kishor Gita Degree College  
Khowang

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

*Mr. Horen Chamuah*

Principal (I/C)  
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*Asstt. Prof. Archona Saikia*

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

Ref. No. : .....

Date : .....

### Notice

Date: 01/02/2019

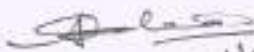
It is for information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 05-02-2019 to discuss on the following agenda. . Your presence is highly solicited.

Time—2pm

Venue-Teachers' Common room

Agenda:

1. Welcome Address
2. Action Taken Report on the proceeding the IQAC meeting dated on 26/09/2018.
3. Discussion on NAAC workshop.
4. Discussion on the formation of ICC.
5. Discussion on activities of various sub-committees.

  
Coordinator 01/02/19  
IQAC  
PGDC, Pithubar Girls Degree  
College, Khowang

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Ref. No. ....

Date : .....

Agenda of the IQAC Meeting dtd 05/02/2019

Time—2pm

Venue-Teachers' Common room

1. Welcome Address
2. Action Taken Report on the proceeding the IQAC meeting dated on 26/09/2018.
3. Discussion on NAAC workshop.
4. Discussion on the formation of ICC.
5. Discussion on activities of various sub-committees.

*SP*  
05/02/19  
Principal I/C  
Pithubar Girls' Degree College  
(Khowang)

**The Proceeding of the meeting of IQAC held on 26-09-2018**

Venue- Teachers' Common Room

Time - 2pm

Chairperson-Mr Horen Chamuah (Principal i/c)

The meeting was presided over by Mr. Horen Chamuah, Principal (i/c) -cum -chairperson of IQAC. At the outset on the request of the chairperson, the coordinator Mrs. Archona Saikia, explained the objectives of the meeting. As per agenda she read out the proceeding of the last meeting and it was duly approved by the meeting after due deliberation unanimously. On the request of the chairperson she presented the Action Taken Report for approval in the meeting.

This Action taken report (ATR) was submitted in the IQAC meeting held on 26<sup>th</sup> September 2018 for approval.

**Action Taken Report on the basis of resolutions adopted in the IQAC Meeting Held on 23/06/2018**

1. Orientation session was organized.
2. Mentor-Mentees list reshuffled and updated.
3. An in-campus awareness programme on the process of assessment and accreditation of NAAC was held among Teaching and Non-Teaching Staff.

After carefully going through the Action Taken Report (ATR) submitted by the Co-Ordinator the meeting duly approved it unanimously and expressed satisfaction over the progress of work.

The meeting after approving the ATR continued its discussion and adopted the following resolutions:

1. to prepare Teaching Plan.
2. to ensure remedial classes for academically weak students.
3. to launch Whatsapp groups for the students of each department for better communication.
4. to properly maintain the attendance records of students and track their progress in the department.

The meeting was dissolved after the chairperson offered vote of thanks.

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05/02/19  
Principal i/c  
Pishubar Girls' Degree College  
Khowang