

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)

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Asstt. Prof. Archona Saikia

Co-ordinator

Mobile : 9678510052

E-mail : archonasaikia25@gmail.com

Ref. No. :

Date :

Notice

Date:04/06/2019

It is for information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 6th June 2019 to discuss the following items of agenda. All the concerned members are requested to attend the same.

Venue Teachers' common Room

Time—2pm

Agenda:

- a. Welcome Address.
- b. Action Taken Report on the resolutions adopted in the IQAC meeting held on 5th February 2019.
- c. Course distribution for the next session
- d. Preparation of Mentor-Mentees list
- e. Collection of annual feedback from the stakeholders.
- f. Organize of orientation session for 1st semester students.

Archona Saikia
Co-ordinator
IQAC
Pithubar Girls' Degree College
Khowang

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Ref. No. :

Agenda of IQAC Meeting dtd 06/06/2019

Date :

Venue Teachers' common Room

Time—2pm

- Welcome Address.
- Action Taken Report on the resolutions adopted in the IQAC meeting held on 5th February 2019.
- Course distribution for the next session
- Preparation of Mentor-Mentees list
- Collection of annual feedback from the stakeholders.
- Organize of orientation session for 1st semester students.

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06/06/19
Principal Vc
Pithubar Girls' Degree College
Khowang

The Proceeding of the meeting of IQAC held on 05-02-2019

Time—2pm

Venue—Teachers' Common room

Chairperson —Mr Horen Chamuah (Principal i/c)

The meeting of IQAC was held under the chairmanship of Mr. Horen Chamuah, Chairman of IQAC. The coordinator Mrs. Archona Saikia explained the objective of the meeting. She read out the proceeding of the last meeting and also submitted Action Taken Report for approval. Members also discussed about formation of Internal Complaint Committee Which will be also known as Sexual Harassment committee. After discussion the name of Mrs Gunopova Gogoi was nominated as presiding officer of the ICC by the members.

This ATR is submitted in the IQAC meeting held on 05/02/2019 for approval

Action Taken Report of IQAC Meeting Held on 26/09/2018

1. All the Teachers prepared their Teaching Plan and handed to Heads of their respective departments.
2. Remedial classes are taken up accordingly.
3. Whatsapp Groups were opened for better communication with students.


The meeting after due verification approved the ATR submitted by the Co-Ordinator.

After the approval of the ATR the meeting continued discussion and resolved as following:

1. Resolved to organize a one-day workshop on the process of NAAC assessment and accreditation.
2. Resolved to analyze student's feedback report.
3. Resolved to collect required data of all IQAC sub-committees.

The meeting concluded after the chairperson's remark.

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Principal i/c
Gita Degree College
Kamrup

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Co-ordinator

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Ref. No. :

Date :

NOTICE

Date:26/12/2019

It is for information to all the concerned members of IQAC Core-Committee that an IQAC meeting will be held on 02/01/2020 to discuss on the following agenda. Therefore, all the members are hereby requested to remain present in the meeting.

Time—2pm

Venue—English Class Room

Agenda:

- Welcome Address.
- Action Report on the proceeding of IQAC meeting dated on 29/06/2019
- Course distribution
- Awareness camp on personal hygiene of girls to be conducted in the college.

Archona Saikia
IQAC Co-ordinator
Pithubar Girls' Degree
College, Khowang

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Ref. No. :

Date :

AGENDA of IQAC meeting dtd 02/01/2020

Venue- English Department (Class Room)

- a. Welcome Address.
- b. Action Report on the proceeding of IQAC meeting dated on 29/06/2019
- c. Course distribution
- d. Awareness camp on personal hygiene of girls to be conducted in the college.

JP
02/01/20
Principal I/C
Pithubar Girls' Degree College
Khowang

The Proceeding of the meeting of IQAC held on 06/06/2019

Venue -Teachers' Common room

Time -2pm

Chairperson—Mr Horen Chamuah (Principal i/c)

The IQAC meeting was held on 6th June 2019 in the conference room of the college at 2 pm. The meeting was chaired by Mr. Horen Chamuah, Principal (i/c) -cum-chairperson of IQAC. At the outset the agenda of the meeting was read out by the Co-Ordinator and under the permission of the chair she explained the objective of the meeting. The chair permitted her to submit the Action Taken Report (ATR) on the basis of the resolutions adopted in the meeting held on 5th February 2019. As per agenda Mrs. Archona Saikia read out the proceeding of the last meeting which was approved by the meeting unanimously. She submitted the Action Taken Report which was as follows:

1. A one-day workshop on the process of NAAC assessment and accreditation was organized.
2. Student's feedback report analyzed and individual teachers intimated about their scores.
3. Data from all IQAC sub-committees collected.

The meeting carefully analyzed the ATR and approved it unanimously.

After the ATR was approved the meeting discussed the matters mentioned in the agenda and adopted the following resolutions:

- a. Assigned responsibility to the Heads to prepare the daily class routine for the forthcoming session.
- b. To organize an orientation session for the newly admitted students and make them aware of the course and the evaluation system they have to go through.
- c. New mentor-mentee list to be prepared for the new students.
- d. To encourage teachers to engage classes in the digital mode.

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

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02/09/20
Principal i/c
Patil Maharaja Girls' Degree College
Kharasani