

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 (IC)
Mobile : 9954437683
E-mail : pithubarcollegekhawang@gmail.com

Asstt. Prof. Archona Saikia

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

Ref. No. :

Date :

Notice

Date: 25/05/2016

It is for general information to all the honorable members of the IQAC Core-Committee that an IQAC meeting will be held on 01-06-2016 (Thursday) at 2 pm to discuss the following agenda in the Teachers' Common Room . The concerned members are hereby requested to attend the same without fail.

Items of Agenda:

1. Welcome address.
2. Submission and acceptance of Action Taken Report.
3. Teaching plan and course distribution.
4. Preparation of Mentor-Mentees list for upcoming Session.
5. Discussion on College Website.
6. Celebration of International Yoga Day.

Archona Saikia, 25/05/2016
 IQAC, Co-ordinator,
 PGDC Khowang
 Co-ordinator
 IQAC, Pithubar Girls' Degree
 College Khowang

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Ref. No. :

Date :

Agenda

IQAC Meeting Held on 01/06/2016

Venue Teachers' Common Room

Time-2pm

Items of Agenda:

1. Welcome address.
2. Submission and acceptance of Action Taken Report.
3. Teaching plan and course distribution.
4. Preparation of Mentor-Mentees list for upcoming Session.
5. Discussion on College Website.
6. Celebration of International Yoga Day.


01/06/16
Principal (I/C)
Pithubar Girls' Degree College
Khowang

3

Proceeding IQAC Meeting Held on 16/04/2016

Venue -Teachers' Common Room

Time -2pm

The meeting was chaired by Mr. Horen Chamuah, Principal (i/c) cum-Chairperson, IQAC, Pithubar Girls' Degree College, Khowang.

Speaking about the purpose of the meeting Mrs. Archona Saikia, Co-Ordinator, IQAC explained the objective of the meeting to the members present. She read out the proceeding of the earlier IQAC meeting held on 2nd of January 2016 and also presented before the meeting Action taken Report of the resolutions adopted in the earlier meeting. The meeting approved the Action taken Report (ATR) unanimously and admired the administration of the college for prompt implementation of the resolutions.

(Action Taken Report on the basis of the Resolutions adopted in the IQAC meeting held on 2nd January 2016)

Action Action Taken Report of the IQAC meeting dated on 02/01/2016

Pithubar Girls' Degree College, Khowang

1. Course contents to be taught by the faculties are distributed by the HODs in writing.
2. Course completion Certificates were submitted to IQAC by all HODs. (Copies attached)
3. Orientation lecture on the process of NAAC assessment and accreditation was organized by the IQAC by inviting Dr Barun Day Assistant Professor of the Dept of Political Science, Dibrugarh University on 3rd March 2016.
4. A counseling session was organized on 3rd May 2016 prior to the commencement of the Annual Examination by all Departments.

After the adoption of the Action Taken Report; the members present held a thorough discussion on the items of the agenda and after due deliberation the meeting resolved to adopt the following resolutions.


Principal i/c
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Khowang

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Ref. No :

Date :

NOTICE

Date: 27.10.2016

It is hereby informed to all members of IQAC Core-Committee that an IQAC meeting will be held on 30-10-2016 (Thursday) to discuss the following topic. The concerned members are requested to remain present in the meeting without fail and put forward their suggestions on the items of agenda mentioned below.

Venue --- Teachers' Common Room

Time---2.30pm

Agenda:

1. Welcome Address.
2. Submission of Action Taken Report.
3. Submission of Course completion certificate.
4. Celebration of Rastriya Ekta Divas.
5. Celebration of National Education Day
6. Programme on Bitriya Sakharita Abhiyan

Archona Saikia
27/10/2016

Coordinator
IQAC
PGD College, Khowang

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Ref. No. :

Date :

AGENDA

IQAC Meeting held on 30/10/2016

Venue - Teachers' Common Room

Time 2.30 pm

1. Welcome Address.
2. Submission of Action Taken Report.
3. Submission of Course completion certificate.
4. Celebration of Rastriya Ekta Divas.
5. Celebration of National Education Day
6. Programme on Bitriya Sakharita Abhiyan


Principal I/C
Pithubar Girls' Degree College
Khowang

Proceeding of the IQAC Meeting held on 01/06/2016

Venue Teachers' Common Room

Time-2 PM

The Chairperson, Mr. Horen Chamuah, Principal (i/c) cum-chairperson, IQAC, Pithubar Girls' Degree College, Khowang, delivered his welcome address thanking all the honourable members for remaining present in the meeting by sparing their time. The Co-Ordinator explained the objective of the meeting and handed over the agenda to the Chairperson/Principal. The meeting formally began and discussed the items of the agenda one by one. After discussion on the agenda topic on Yoga Day celebration all the members are agreed to celebrate Yoga Day by inviting a Yog Guru on the occasion. Discussion also made on college website. The Co-ordinator reminded the members about the resolutions adopted in the earlier meeting and she presented the Action taken Report for acceptance.

The meeting verified the Action Taken Report and approved the same unanimously.

After the approval of the Action Taken Report (ATR) the meeting proceeded to discuss the other items of the agenda. After due deliberation the meeting adopted the following resolutions:

Resolutions:

1. to instruct all the HODs to distribute the portions of syllabus among the members of the teaching faculty.
2. to direct all the teaching faculty through the Heads to prepare a proper Teaching Plan on the basis of the portions of the syllabus assigned to them.
3. to prepare the Mentor-Mentees list for all departments to monitor the academic progress of students.
4. to organize an orientation session for the newly admitted first-semester students on a common platform by all the departments to familiarize them about the system they would be evaluated during the course their studies.
5. to professionally design and launch a website of the college to disseminate information about it online
6. to conduct all the university prescribed sessional examinations/seminars/group discussions properly and on time and keep their records intact.
7. to display the marks of sessional examinations on the departmental notice board and show the answer scripts to the students pointing out their mistakes to maintain transparency.

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Co-ordinator
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Ref. No. :

Date :

NOTICE

Date: 16.01.2017

It is hereby informed to all members of IQAC Core-Committee that an IQAC meeting will be held on 18.01.2017 (Tueseday) at 2 pm to discuss on the following agenda in Teachers' common Room . The concerned members are requested to remain present in the meeting without fail and put forward their suggestions on the items of agenda mentioned below.

Agenda:

1. Welcome Address.
2. Submission of Action Taken Report.
3. Submission of Course completion certificate.

Archona Saikia
- 16/01/2017
Coordinator
IQAC - Co-ordinator
Pithubar Girls Degree
College, Khowang

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Ref. No. :

Date :

Agenda

IQAC meeting dtd 19/01/2017

Venue - Teachers' Common Room

Time 2pm

1. Welcome Address.
2. Submission of Action Taken Report.
3. Submission of Course completion certificate.


19/01/17
Principal I/c
Pithubar Girls' Degree College
Khowang

Proceeding of IQAC meeting Dtd 30/10/2016

Venue- --Teachers' Common Room

Time-- 2.30pm

Chairperson—Principal i/c

The meeting began with the welcome address delivered by Mr. Horen Chamuah, Principal (i/c) cum-Chairperson, IQAC, Pithubar Girls' Degree College, Khowang. The Co-Ordinator handed over the agenda to the Chairperson cum Principal of the college and the meeting officially started. Speaking about the objectives of the meeting the Co-Ordinator explained the objective of the meeting . First of all the coordinator read out the proceeding of last meeting and it was approved. She also submitted the Action Taken Report on the basis of the resolutions adopted in the earlier meeting held on 01.06.2016.

The Coordinator mentioned about the celebration of two important days in our college .

The meeting verified the Action Taken Report submitted by the Co-Ordinator and accepted it unanimously

Submitted on 30/10/2016

Action Taken Report of the IQAC meeting dated on 01/06/2016

Pithubar Girls' Degree College, Khowang

This Action Taken Report is prepared following-up the Resolutions adopted in the IQAC meeting held on 01/06/2016

1. Portions of syllabus distributed among the teaching faculty by the respective Heads of each department.
2. A professionally designed website was launched to disseminate online information about the college.
3. A counselling session was organized before final end semester examination for the students.


Principal i/c
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Asstt. Prof. Archona Saikia

Co-ordinator

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Ref. No :

Date :

Notice

Date: 25.04.2017

It is for general information to all the respected members of IQAC Core-Committee that an IQAC meeting will be held on 28-04-2017 (Tuesday) at 2 pm to discuss on the following agenda, in the Teachers' Common room. Therefore, all the concerned members are requested to attend the same.

Items of Agenda:

1. Welcome Address.
2. Submission of Action Taken Report on the IQAC meeting dated on 18/01/2017.
3. Submission of course completion certificates.
4. Arrangement of Orientation session for 1st semester students.
5. Discussion on the arrangement of workshop and seminar by IQAC sub-committees.

Archona Saikia
Coordinator
IQAC
PGD College, Khowang
25/04/17
Coordinator
IQAC, Pithubar Girls' Degree
College, Khowang

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Ref. No. :

Date :

AGENDA

IQAC Meeting dtd 28/04/2017

Venue—Teachers' Common Room

Time -2pm

Items of Agenda:

1. Welcome Address.
2. Submission of Action Taken Report on the IQAC meeting dated on 18/01/2017.
3. Submission of course completion certificates.
4. Arrangement of Orientation session for 1st semester students.
5. Discussion on the arrangement of workshop and seminar by IQAC sub-committees.


28/04/17
Principal (IC)
Pithubar Girls Degree College
Khowang

Proceeding of the Meeting held on 18/01/2017

Venue –Teachers' Common Room

Time -2pm

Chairperson --Principal i/c

The meeting began with the welcome address delivered by Mr. Horen Chamuah, Principal (i/c) cum-Chairperson, IQAC, Pithubar Girls' Degree College, Khowang. The Co-Ordinator handed over the agenda to the Chairperson cum Principal of the college and the meeting officially started. Speaking about the objectives of the meeting the Co-Ordinator explained the objective of the meeting and submitted the Action Taken Report on the basis of the resolutions adopted in the earlier meeting held on 01.06.2016.

The meeting verified the Action Taken Report submitted by the Co-ordinator and accepted it unanimously

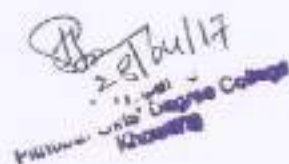
Submitted on 18/01/2017

Action Taken Report of the IQAC meeting dated on 30/10/2016

Pithubar Girls' Degree College, Khowang

This Action Taken Report is prepared following-up the Resolutions adopted in the IQAC meeting held on 30/10/2016

1. Counselling session organized departmentally for the students.
2. Conducted the internal examination/seminar/group discussion of each semester as per the academic calendar provided by Dibrugarh University and also maintained the records properly.
3. Marks of sessional examination displayed on the departmental notice board.
4. IQAC celebrate Rastriya Ekta Divas on 31/10.2016
5. IQAC celebrate National Education Day on 11/11/2016.
6. Celebrate Bitriya Saksharita Abiyan on 01/12/2016 , Resource person ---
Mamager and Resional Manager of SBI Dibrugarh and Moran Branch


Handwritten signature and stamp of the Principal (i/c) of Pithubar Girls' Degree College, Khowang, dated 18/01/17.