

### Minutes of IQAC Meeting -III /2019

Venue : Conference Hall

Date :07.08.2019

Time : 2 p.m. to 3:30 p.m.

Members present

1. Mr. Atul Gogoi
2. Mr. Bimol Chandra Gogoi
3. Mr. Hizam Homendra Singh
4. Mrs. Utpala Baruah
5. Mr. Ashim Jyoti Baruah
6. Mr. Rupak Kr. Borgohain
7. Dr. Nibedita Phukan
8. Dr. Durga Prasad Gogoi
9. Dr, Ranjana Bora Bordoloi
10. Mr. Kalyan Gogoi
11. Mr. Ajit Konwar
12. Mrs. Dipti Dutta Saikia
13. Dr. Mahinder Singh
14. Dr, Padma Acharyee
15. Dr. Chabi Gogoi

The 3<sup>rd</sup> meeting of the IQAC, Namrup College of the year 2019 was commended under the Chairmanship of Mr. Atul Gogoi, Principal i/c, Namrup College in the College Conference Hall. The Co-ordinator of IQAC placed the objectives of the meeting. After detailed discussion the following resolutions were taken anonymously.

1. The Committee has decided to submit at least one year AQAR by the end of August,2019.
2. The Committee has suggested that each sub-committee should submit their report by every 25<sup>th</sup> day of each month.
3. The IQAC have formed the central committee for the celebration of College Establishment Day on 1<sup>st</sup> Sept, 2019

Finally the Chairman concluded the meeting by offering good wishes and thanks to the members.



Signature of Chairperson

**Namrup College**  
**Internal Quality Assurance Cell (IQAC)**

**Action Taken Report**

Meeting date: 07/08/2019

<b>SI No.</b>	<b>Resolution</b>	<b>Action taken</b>
01	To prepare and submit at least one year AQAR of the pending year very soon.	The AQAR of the pending years have been prepared and initial procedures have been made for submission.
02	Sub –committees of IQAC have to give their report by end of each month.	Some sub-committees have provided their report on time. The other sub-committees, who were late in submission, were requested to take this matter with serious concern.
03	To form the central committee for the celebration of the College establishment day.	The Central Committee have been formed for celebrating the Establishment day on 1 <sup>st</sup> Sept,2019.

## Minutes of IQAC Meeting -IV /2019

Venue : Conference Hall

Date : 06.11.2019

Time : 1 p.m. to 3:30 p.m.

### Members present

1. Mr. Atul Gogoi
2. Mr. Bimol Chandra Gogoi
3. Mr. Hizam Homendra Singh
4. Mr. Kalyan Gogoi
5. Mr. Ashim Jyoti Baruah
6. Dr. Utpal Tamuly
7. Dr. Mahinder Singh
8. Mrs. Binita Borah
9. Mrs. Tipti Mazumder
10. Mrs. Mandira Buragohain
11. Mrs. Rijumoni Das
12. Mrs. Dorodi Saikia Borah
13. Mrs. Dipti Dutta Saikia
14. Mrs. Mousumi Konwer
15. Mr. Pradip Gogoi
16. Dr. Padma Acharyee
17. Mr. Prema Kt. Gogoi
18. Mr. Diganta Buragohain
19. Mr. Anup Kr. Chetia
20. Mr. Poresh Ch. Borah
21. Mr. Rupak Kr. Borgohain
22. Mr. Jayanta Sonbawal

A meeting of the IQAC, Namrup College was commended under the Chairmanship of Mr. Atul Gogoi, Principal i/c, Namrup College. The Co-ordinator of IQAC placed the objectives of the meeting. After detailed discussion the following resolutions were taken anonymously.

1. Proper arrangement have to be made by the college in reducing the consumption of electricity through installation of solar energy equipments, replacement of existing ordinary & CFL lights with LED bulb etc.
2. The Committee has suggested the modification of the teaching environments.
3. The Committee has proposed about the construction of Rain water harvesting plant.
4. The committee has also proposed to make provision for disposal of e-waste and solid waste in the college campus.
  
5. The college authority has to take initiative in enabling facilities for physically challenged students.
  
6. To persuade the habits of savings among the students the IQAC suggested to form a Committee of Savings Account

Finally the Chairman concluded the meeting with thanks.

Sd/-  
Mr. Atul Gogoi  
Chairperson cum Principal i/c

Namrup College  
Internal Quality Assurance Cell(IQAC)

**Action Taken Report**

Meeting date: 06/11/2019

Sl No.	Resolution	Action taken
01	To implement cost cutting measures for less consumption of electricity.	The replacement of the ordinary filament bulb and CFL lights with LED bulbs have been made in and around the college campus. The initiatives have also been taken to the process of installation of solar energy equipments for minimizing the consumption of electricity.
02	To adopt strategies to develop teaching environment	The teaching faculties were encouraged and appealed to standardize their duties and responsibility in more effective way.
03	To make provision for proper waste management	The coordinator, IQAC formally requested the college authority to manage the disposal of waste in a proper way.
04	To enable facilities for the differently abled	Arrangements of wheel chair, under arm crutches support stick, walking crutches, ramps

	(Divyangjan) friendliness	etc have been made in the college for the help of the differently abled students.
05	To promote the habits of savings among the students.	A committee, to initiate the activities related to students' savings has been formed.

Minutes of IQAC Meeting -1/2020

Venue : Conference hall

Date : 04.03.2020

Time : 1p.m. to 3p.m.

List of Members presented in the meeting

1. Mr. Atul Gogoi
2. Mr. Rupak Kr. Borgohain
3. Mr. Hijam Homendra Singh
4. Dr. Mahinder Singh
5. Mr. Jayanta Sonowal
6. Ms. Rijumoni Das
7. Dr. Chabi Gogoi
8. Mrs. Utpala Baruah
9. Mrs. Dipti Dutta Saikia
10. Mr. Amit Kr. Lodh
11. Mr. Ashim Jyoti Baruah
12. Ms. Pranita Rajkhowa
13. Mrs. Tipti Mazumder
14. Mrs. Mousumi Konwar
15. Dr. Ranjana Bordoloi

The 1<sup>st</sup> meeting of 2020 was commended under the chairmanship of Mr. Atul Gogoi, Principal i/c , Namrup College. The Coordinator of IQAC placed the objectives of the meeting . Detailed discussion were made as per the agenda of the meeting. After detailed discussion the following resolutions were taken anonymously.

1. The committee suggested organizing and celebrating the important events and programmes of the year with proper plan and action.
2. The committee had made a decision that those objectives or tasks should have to made in operation taking into account on priority basis.
3. The committee suggested all sub-committees to monitor the record keeping of every programme under their jurisdiction.

At last of the meeting the Chairperson asked all the members for their joint effort in making the college prepared for NAAC inspection.

Sd/-

Mr. Atul Gogoi  
Chairperson cum Principal i/c

**Namrup College**  
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken Report**

Date of meeting: 04/03/2020

Sl No.	Resolution	Action taken
01	To organise and celebrate the important events and programme of the year in more effective way.	Approach for disciplinary measures and maintenance of punctuality has been seriously considered by different cells and bodies of the college. But the pandemic situation and lockdown has hurdled in organising and celebrating some events.
02	To conduct various programmes on the basis of need & priority.	Programmes and activities of the college were shortlisted on priority basis through discussion among the college authority, student union and the teaching & non-teaching staff.
03	To maintain proper record keeping of every events in the college.	The IQAC appealed all the members of sub-committees to monitor the record keeping of every programme under their jurisdiction.