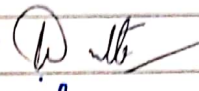

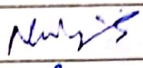


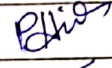
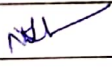
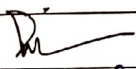
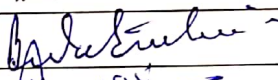
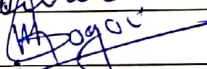
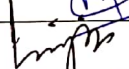


Minutes of the IOAC meeting held on 31/01/17

Agenda: Plan for the year 2017-18.

Members Present:

1. Dr. Utpal Dutta Principal : 
2. Mrs. Nirmali Medhi - V. Principal
3. Dr. Bandana Nabis Das 
4. Mr. Jayanta Kr. Manta
5. Dr. Nabajyoti Das. 
6. Dr. Ajanta K. Bezbaruah 
7. Mrs. Rakmi Bhattacharyya 
8. Dr. Porei Hiloidary. 
9. Mrs. Nilakhee B. Thakuria 
10. Dr. Sabita Mahanta
11. Dr. P. Bezbaruah 
12. Dr. Bedabrata Saikia. 
13. Mr. Manash Gogoi. 
14. Mr. R. Kr. Das 

The meeting started with the president took over chair and objectives of the meeting elaborated the Co-ordinator.

The members present in the meeting put forward various suggestion for inclusion in Plan of action for the year 2017-18.

1. Principal Dr. Utpal Dutta, initiated the meeting with suggestion of Innovative teaching and express his support for financial help for innovative teaching.

Members Present accepted the suggestion and IOAC is asked to send letters to faculty members for submission of Proposal for innovative teaching.

2. Convenor, Examination Committee suggested about implementation of Student Progress and Monitoring card and Proposed Student's card for Academic Grievance and Teachers appreciation. He also prepared the draft format for both.

The meeting appreciated the effort and IQAC has taken up the matter for implementation in association with Examination Convenor.

3. Members suggested Introduction of ad-on Courses.

The meeting decided that a proposal be submitted to MGC for inclusion under the Integrated Higher education Skill development scheme.

4. All members in the meeting are of the opinion that the format for lesson plan be restructured to make it more open ended.

The meeting agreed upon and principal is approached to give charge of reformatting of lesson plans to a senior faculty.

5. The Convenor, office development Committee are of the opinion that to minimise the use of paper installation of intranet server in the College and Campus LAN is necessary.

The meeting accepted the opinion with a request to principal for doing the works.

6. The convenor admission Committee with Mr. Manash Gogoi proposed On line admission Process from the year 17-18 alongwith Standardization of College

website for E-practiti Compliance of Govt. of Assam.

The meeting unanimously accepted and asked to take up the matter of online admission and web standardization.

7. Members suggested to facilitate the organization of Faculty development programmes.

The meeting agreed upon and Co-ordinator IGAC is requested to hold workshop on Mentoring and the Faculty development cell to organize more such programmes.

8. Mr. J. K. Manta, Member of Cultural Committee, mentioned about holding of Workshop on drama and interactive session with noted Actor & poet.

The meeting agreed upon to take initiative by convenor, Angik, the Cultural Committee.

9. The members suggested to continue with students research promotion by supporting more nos. of Teacher's led student's research projects.

10. Members present in the meeting are of the opinion that College should bring out some publication on the life of founder principal, Late Rajabala Das.

The meeting proposes to publish a translated version in English of autobiography of Late Rajabala Das.

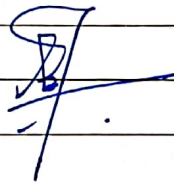
11. The academic Committee suggested to initiate a student exchange programme

The meeting agreed and the programmes to be taken up with Lady Keane College, Shillong.

12. Further the meeting, agreed to take up

support for Activities a) Career Guidance Cell

b) Health cell c) Photographic training to students to be continued.



Action taken Report : at the end of the year 2017-18

1. Three proposals for innovative teaching from Dept. of English, Home Sc. and Education have been received and are being reviewed

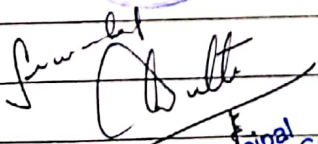
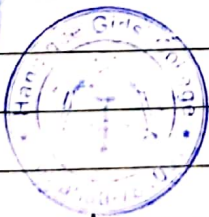
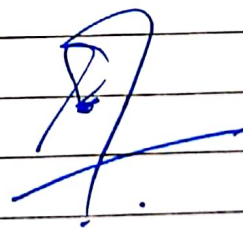
2. The student monitoring progress Card is implemented and Draft format for Academic grievances have been prepared.

3. A Proposal have been submitted to UGC for add on Courses on Skill development.

4. Format for restructuring of lesson plan will be implemented from next year.

5. Order for intramail Server have been placed and sale and submission of admission form has been made online.

6. The work for website standardization has been started
7. A two days Workshop on Mentoring and four Nos. of Faculty Seminars Organized.
8. One drama Workshop of 20 days and two interactive Programmes with noted Actor and poet held.
9. This year a total of Seven Teacher led students' research Programmes (Projects) have been supported.
10. Autobiography of Late Rajabala Das, Founder Princesa English Version has been published.
11. A student exchange programme was held with Lady Keane College, Shillong.
12. One No. of Employment related programme on Hindi, 4 (Four) Nos. of Health awareness programmes and One training programme on basic photography was held.



Principal
Handique Girls' College
Guwahati-781001