

26. Gayatri Sarma

Gauri 14/3/23

27. Rashmi Bhattacharya

14/3/23

28. Madhulika Chakraborty

14-3-23

Minutes of the Meeting held on 14.03.2023

As per the IQAC meeting held on 14/03/2023 with the Principal, HODs of the Teaching Departments, Academic Committee and NEP Task Force Co-ordinators, the following decisions were taken:-

1. The College has to take up steps for the new curriculum for UG and PG courses under the proposed Handique Women's University status.
2. A workshop on NEP will be held in the later part of March 2023.
3. A joint bank account will be opened in the name of the President of the Teachers' Unit and Co-ordinator, IQAC of Handique Girls' College. The purpose of the account will be to deposit contributions from the teaching and non teaching staff to be used for welfare schemes for the staff.
4. Add on Courses will be introduced by different departments within a short period of time.
5. As per the requirement of the Teaching Learning and Evaluation Criteria, departments will take steps for slow learners and advanced learners and mentoring reports by regular teachers will be submitted to IQAC from time to time.
6. As per the Research, Innovation and Extension Criteria, a village will be adopted in the outskirts of the city and extension activities will be prioritized.
7. Replacement of desk-benches in the classrooms 20, Hall-A, Hall-B, N6, N10, N11 and L9, Face list of Hall-A, Hall-B and Room 20, repair of R-29 and most of the classrooms installation of digital board, air conditioners in Day-Home, Digital classrooms, Room 29, Room 30, renovation of Central Computer Centre, shifting of the approach way to the Washroom through Teachers' Common Room, utility area in the Terrace above the Economics Department installation of Campus wi-fi, periodic maintenance of College infrastructure like sports & Gym, regular disposal of unused activities and making provision for an Estate Officer to keep vigil on the college infrastructure are the steps to be taken with immediate effect.
8. Digitization of students' attendance and soft skills workshops for the Office staff are to be introduced/ organized within a short period of time.
9. Some schools in Guwahati, which are not well equipped with teachers, will be selected for community outreach activities from the month of April. Students from our College will be engaged in teaching students of class V to VII at regular intervals one class per week. Moreover, existing faculty members along with students will visit retired faculties of the College in order to spend quality time and help them do some works like bill payment, buying medicines, etc. Steps will also be taken to maintain cleanliness of the College campus.
10. A one-day workshop on herbal using practice will be organized and Dr. Pranab Bujarbarua will organize the workshop.
11. Rajabala Das Memorial Lecture will be held annually and at a national level and the College authority will provide Rs. 2,00,000/- for the memorial lecture.

14/3/23

Co-ordinator,
Internal Quality Assurance Cell (IQAC)
HANDIQUE GIRLS' COLLEGE
Guwahati-781001

A meeting of IQAC with the Heads of the teaching departments and NEP Task-force was held on 14/3/23 to discuss the following matters:-

- 1) Curriculum preparation for UG and PG
- 2) Proposed Workshop on NEP
- 3) IQAC activities
- 4) Rajakalav Das memorial national ^{level} lecture.

Signatures with names, dates, specifying respective departments, Cells & Committees :-

1. Raju K. Das. 14/3/23.
2. Peri Hildaiani ~~PhD~~, Coordinator, IQAC
- 3.
- 4.
- 5.
- 6.
7. Bandana Nabie Das (HOD, Botany)
8. Anupam Deha
9. Ajanta K. Bejbaruak 14/03/2023 (ECO)
10. Meenakshi S Hazumdar 14/03/2023 (Home Science)
11. Mairabhi Sama Hazarika (HOD, Education)
12. Anuradha Das Purkayastha (~~Asst~~, HOD, Physics) 14/3/23
13. Suneeta K. Ganguly (HOD, Psychology)
14. Seepsika Das (Dept. of Bengali)
15. Sargeli Das IQAC ^{Convener,} (Sub-con 7th) S Das 14/3/23
16. Madhurima Goswami (HOD, Microbiology) 14/03/23.
17. Jagan Thakurmes (HOD, Chemistry)
18. Pranab Brijasama
19. Nabajyoti Das.
20. Dipankar Haloi
21. Lakshi Hazarika. 14/3/2023
22. Krishna Das 14/3/23
23. Rajashree Devi 14/3/23 (HOD, Hindi)
24. M. Lalita Das