



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

Minutes of IQAC Meeting held on 4th October 2021 and Action taken Report

Sl No.	Resolutions	Action Taken Report
1	The minutes of the last meeting has presented.	Minutes of the last meeting has been passed.
2	The house takes report from the Academic in-charge about the academic atmosphere of the college and the meeting is pleased and request the academic in-charge to take steps for further improvement.	Accordingly Academic in-charge has taken the matter seriously.
3	The meeting has resolved to construct ICT room of the college.	The matter was forwarded to the G.B. for consideration.
4	The meeting has resolved to purchase some books/journal in the library.	Accordingly the college authority has sanctioned some amount to purchase necessary books/journals etc.
5	The meeting has resolved to request the authority to organise cleanliness and sensitization programme in the adopted village.	Awareness programme was organised in adopted village.
6	The meeting has resolved to organise various outreach programme inside and outside the college campus.	One outreach programme was organised.

Co-ordinator
IQAC,
Nilambazar College
Co-Ordinator
I.Q.A.C.
Nilambazar College



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Minutes of IQAC Meeting held on 24th December 2021 and Action taken Report

Sl No.	Resolutions	Action Taken Report
1	Minutes of the meeting presented.	Minutes of the last IQAC meeting has been passed.
2	The IQAC coordinator introduced all the newly formed IQAC committee members to the house and the house welcomed them and gave thanks to all of them.	All the newly formed IQAC members introduced themselves one by one.
3	The meeting has resolved to form criteria wise sub-committee for SSR preparation.	The criteria wise sub-committee has been constituted.
4	The meeting has resolved to improve the academic matter of the college	According the principal has circulated the notice and formed a committee to look after the matter.


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Minutes of IQAC meeting held on 7th February 2022 and Action taken Report

Sl No	Resolutions	Action Taken Report
1	The minutes of the last meeting has presented.	Minutes of the last meeting has been passed.
2	The meeting resolves to organise various lecture session in the college.	Bengali department has planned to organise lecture session by inviting Guest from Assam University, Silchar.
3	The meeting has resolved to organise awareness programmes on the importance of plantation and pollution free environment.	Awareness programme on the importance of plantation and pollution free environment has been organised on 5 th June 2022
4	The meetings has resolved to finalization of the format of Teacher's individual profile .	Format for Teacher's individual Profile is prepared and submit to the principal for necessary action.
5	The meeting has requested to all the HOD'S to prepared departmental profile and submit to IQAC Co-ordinator.	Preparation of Departmental Profile is going on.
6	The meeting has resolved to conduct various extension activities within and outside the college campus.	The NSS programme officer has started various extension activities within and outside the college campus.
7	The meeting has resolved to observe international Women's Day in a befitting manner on 14 th March 2022.	The women cell in collaboration with IQAC of the college decided to observe International Women's Day on 14 th March 2022


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Minutes of IQAC Meeting held on 10th May 2022 and Action taken Report

Sl No.	Resolutions	Action Taken Report
1	Minutes of the last meeting presented	The meeting after threadbare discussion approved the minutes of the last meeting.
2	It was resolved to implementation of academic calendar properly.	Principal took initiative for better implementation of the academic calendar.
3	The meeting resolved that the faculty members should write more books, article etc. for their career achievement and which is important for NAAC purpose also.	Principal announced it in the staff meeting and faculties took it seriously.
4	It was decided in the meeting to organise various programme such as departmental seminar, workshop, capacity buildings, soft skills etc.	Some department already decided to conduct soft skills programme in Collaboration with IQAC.
5	The meeting has agreed on the proposal of jointly organising online FDP with E & ICT Academy ,IIT Guwahati.	The date of online FDP has been finalised on 4 th to 9 th July 2022.

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Minutes of IQAC meeting held on 04th Aug 2022 and Action Taken Report

Sl No.	Resolutions	Action Taken Report
1	Minutes of the last meeting presented	The meeting confirmed the proceeding of the last meeting.
2	The meeting resolved to celebrate Azadi-Ka-Amrit-Mohatsav in a befitting manner and formed a sub-committee for this purpose	The sub- committee organised Azadi-ka-Amrit- Mohatsav programme in a befitting manner.
3	It was decided in the meeting to organise a parents-teachers meet on 12 th Aug 2022.	PTM was organised smoothly.
4	It was resolved to update College Website.	Accordingly the College Website was updated
5	The meeting has resolved to increase ICT facilities in the College for better teaching-learning.	The matter was taken seriously and the facilities of ICT have been increased in classroom, seminar hall etc.

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Internal Quality Assurance Cell (IQAC)
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Minutes of IQAC Meeting held on 01st Sept 2022 and
Action Taken Report

Sl No.	Resolutions	Action Taken Reports
1	Minutes of the last meeting presented	The meeting unanimously approved the minutes of the last meeting.
2	The meeting resolved to improve the infrastructure of the college for academic and administrative affairs.	The authority has taken the matter seriously and started construction work of additional classroom, boys common room, canteen etc.
3	It was resolved to organise one day library orientation programme on 3 rd Sept-2022 at the College.	The IQAC Co-ordinator and the Asstt. Librarian took initiative and organised the programme successfully.
4	It was decided in the meeting to organise various programme on soft skills, capacity building NEP-2020 etc.	Both the IQAC Co-ordinator and Asstt. Co-ordinator took initiative and organised various programmes successfully.
5	The meeting resolved to conduct Seminar, Workshop, Lecture, Popular talks etc.	Accordingly IQAC and all other departments organised Seminar, workshop etc on various issues.
6	It was resolved in the meeting to make the IQAC room like a modular cabinet.	The matter is under consideration.


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