

Internal Quality Assurance Cell (IQAC)

Nilambazar College

Minutes of IQAC Meeting held on 8th January, 2024 and Action Taken Report



Sl No	Resolution	Action Taken Report
1	Resolution No – 1:- The minutes of the IQAC meeting held on 25th November 2023 were presented by the IQAC Coordinator. The attendees were invited to review the minutes and suggest any changes. After confirming that the recorded resolutions were accurate and satisfactory, the proceedings were approved and submitted for the President's approval.	Minutes of the last meeting has been passed
2	Resolution No – 2:- The meeting had a fruitful discussion regarding the preparation of the Central Routine for the even semester of the College. To facilitate this process, the house has formed a Sub-Committee consisting of the following members: 1. Mr. Join Uddin 2. Mr. Jalal Uddin 3. Mr. P. Roy The house hereby requests the members of the Sub-Committee to diligently work on the Central Routine and submit it for review before 9 th January 2024.	The Sub-Committee has formed the central Routine and classes started accordingly.
3	Resolution No – 3:- The members present at the meeting have decided to organize a grand celebration in honor of achieving 'B' Grade during the recent NAAC Peer team visit. It is resolved that the celebration will be held on January 31, 2024, and will include invitations to the Governing Body, alumni, parents, and all well-wishers of the college community. The house requests the Principal and all staff members to take the necessary steps and cooperate in making this event a resounding success.	Grand celebration programme was organised accordingly.

[Signature] 08.1.2024

Co-ordinator

IQAC

Nilambazar College

Co-ordinator
IQAC
Nilambazar College

Internal Quality Assurance Cell (IQAC)
Nilambazar College

Minutes of IQAC Meeting held on 8th April, 2024 and Action Taken Report



Sl No	Resolution	Action Taken Report
1	Resolution No – 1:- The minutes of the Internal Quality Assurance Cell (IQAC) meeting held on 8th March 2024 were presented by the IQAC Coordinator. The attendees reviewed the minutes and were invited to suggest any necessary corrections or amendments. Upon confirmation that the recorded proceedings were accurate, the minutes were approved and submitted to the President for final endorsement."	Minutes of the last meeting has been passed
2	Resolution No – 2:- The meeting has requested the Programme Officer of the NSS unit and the ANO of the NCC under Nilambazar College to undertake necessary measures for the plantation of trees in various parts of the locality. This initiative aims to promote environmental sustainability and enhance greenery in the region. The concerned officers are expected to coordinate with local authorities and community members to ensure the successful implementation of the tree planting program.	Both NSS and NCC officers performed plantation of trees in various areas of the locality with the help of the students.
3	Resolution No – 3:- The IQAC Coordinator emphasizes the significance and necessity of organizing various departmental seminars in collaboration with the IQAC for the professional development of both teachers and students. After a thorough discussion, the house unanimously requests all Heads of Departments to plan and organize these seminars in collaboration with the IQAC during the month of May 2024. This initiative aims to enhance academic engagement, promote faculty development, and provide students with opportunities to broaden their knowledge and skills. Each department is encouraged to propose relevant themes and invite knowledgeable speakers to contribute to these sessions.	All the Departments organised Departmental Seminar accordingly in collaboration of IQAC within the stipulated time.
4	Resolution No – 4:- In the meeting it was discovered that some students are struggling with certain topics or subjects. As a result, the meeting resolved to request the teaching staff members of all departments to take additional measures to make up student's deficiency.	Faculty Members took special initiative to make up student's deficiency.

08.4.2024
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Internal Quality Assurance Cell (IQAC)

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Minutes of IQAC Meeting held on 10th August, 2024 and Action Taken Report

Sl No	Resolution	Action Taken Report
1	Resolution No. 1:- The IQAC Co-ordinator, Dr. Sumsun Noor Choudhury, presented the resolutions from the previous meeting held on April 4, 2024, to the house. After a thorough review, the members confirmed that no changes were necessary. The house has approved the resolutions as presented, and they will now be forwarded to the President for final clearance.	Minutes of the last meeting has been passed
2	Resolution No – 2 :- At the commencement of the meeting, the IQAC Coordinator, Dr. Sumsun Noor Choudhury, introduced the newly formed IQAC committee members to the assembly. The members of the House warmly welcomed the new committee members and expressed their gratitude for their willingness to serve in the IQAC.	
3	Resolution No – 3:- The meeting had a fruitful discussion regarding the preparation of the Central Routine for the even semester of the College. To facilitate this process, the house has formed a Sub-Committee consisting of the following members: 1. Mr. Imdadul Haque 2. Mr. Fazlul Karim 3. Mr. P. Roy The house hereby requests the members of the Sub-Committee to diligently work on the Central Routine and submit it for review before 12 th August 2024.	The Sub-Committee has formed the central Routine and classes started accordingly.
4	Resolution No – 4:- The meeting Authorized Dr. Sumsun Noor Choudhury, the IQAC Co-ordinator and Mr. Jalal Uddin to prepare the annual academic calendar for the session 2024-2025 and the house requested the both members to submit the same to Principal before 12th August, 2024.	Academic Calendar was prepared accordingly.

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Internal Quality Assurance Cell (IQAC)

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Minutes of IQAC Meeting held on 7th October, 2024 and Action Taken Report

Sl No	Resolution	Action Taken Report
1	Resolution No. 1:- The IQAC Co-ordinator, Dr. Sumsun Noor Choudhury, presented the resolutions from the previous meeting held on August 10, 2024, to the house. After a thorough review, the members confirmed that no changes were necessary. The house has approved the resolutions as presented, and they will now be forwarded to the President for final endorsement.	Minutes of the last meeting has been passed
2	<p>Resolution No – 2:- The House has resolved to form seven sub-committees, each tasked with addressing one of the seven criteria required for the preparation of the AQAR (Annual Quality Assurance Report) for the academic year 2023-24. The distribution of the criteria will be as follows, with each sub-committee assigned to a specific department within the college:</p> <p>Criteria 1: CURRICULAR ASPECTS, WEIGHTAGE - 100</p> <p>MR ABDUL MUNIM (H.O.D. of Pol. Science) Convener</p> <p>MD AZIR UDDIN Member</p> <p>MRS RUPALI DAS Member</p> <p>SAMARJIT ROY Member</p> <p>Criteria 2: TEACHING LEARNING AND EVALUATION, WEIGHTAGE - 350</p> <p>MR A H LASKAR (H.O.D. of Philosophy) Convener</p> <p>MR FAZLUL KARIM Member</p> <p>MR JALAL UDDIN Member</p> <p>MR ABDUL HANNAN TAPADAR Member</p> <p>MR SADIQUR RAHMAN Member</p> <p>Criteria 3: RESEARCH, INNOVATIONS AND EXTENSION, WEIGHTAGE-110</p> <p>DR SARBAJIT DAS (H.O.D. of Bengali) Convener</p> <p>MD IMDADUL HAQUE Member</p> <p>BEGUM NURUN NAHAR Member</p> <p>DR ANIRVANA DATTA Member</p> <p>Criteria 4 INFRASTRUCTURE AND LEARNING RESOURCES, WEIGHTAGE -100</p> <p>MR JAYNAL HUSSAIN (H.O.D. of English) Convener</p> <p>MR NAZIM UDDIN Member</p> <p>MR PARASAR ROY Member</p> <p>MR SIBAYAN DAS Member</p> <p>Criteria 5: STUDENTS SUPPORT AND PROGRESSION, WEIGHTAGE-140</p> <p>MR JAIN UDDIN (H.O.D. of Economics) Convener</p> <p>DR ALTAF HUSSAIN Member</p> <p>MR B K PAUL Member</p> <p>MR BISWARUP ROY Member</p> <p>MR ABDUL MANAF KHAN Member</p>	The task has been distributed among the Sub- Committees and the committees have already started their assigned works.

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	<p>Criteria 6: GOVERNANCE, LEADERSHIP AND MANAGEMENT WEIGHTAGE-100</p> <p>DR D H TALUKDAR (H.O.D. of History) Convener DR S N CHOUDHURY Member A S M SIRAJUL ISLAM TAPADAR Member MRS PUSHPITA DAS Member</p> <p>Criteria 7 INSTITUTIONAL VALUE AND BEST PRACTICES, WEIGHTAGE-100</p> <p>DR A H MONJURUL HAQUE (H.O.D. of Arabic) Convener MR AIN UDDIN Member MR KABIR AHMED KHAN Member MR LUTFUR RAHMAN Member</p> <p>In the spirit of ensuring timely completion of the AQAR, the members of each sub-committee are urged to approach their responsibilities with dedication and sincerity. It is essential for the college to adhere to the submission timeline and meet the quality standards expected.</p> <p>The meeting emphasized that proactive engagement and collaboration among sub-committee members will be key to the successful preparation of the AQAR. All departments are encouraged to provide the necessary support and resources to their respective sub-committees.</p> <p>The House is committed to ensuring a comprehensive and timely submission of the AQAR for 2023-24, reflecting the college's dedication to quality assurance and continuous improvement.</p>	
3	<p>Resolution No – 3:- Meeting addressed the academic affairs of the College in light of the upcoming odd semester examinations scheduled to commence immediately following the Puja vacation. To facilitate effective student preparation during the break, the House strongly urged all teaching staff to complete the course and provide material prior to the vacation. This will ensure that students have adequate time to review and study at home during their time off. The House emphasizes the importance of timely course completion to enhance student preparedness and academic success.</p>	Accordingly the teachers supplied study materials.
4	<p>Resolution No – 4:- The meeting underscored the significance of educational tours in enriching students' learning experiences. It was unanimously decided to organize an educational tour, wherein a group of students will be accompanied by two or three teachers who will serve as guides for the tour team. This initiative aims to enhance students' practical knowledge and foster a deeper understanding of the curriculum through real-world experiences. Further planning regarding the destination, itinerary, and scheduling will be carried out in subsequent meetings.</p>	Accordingly Educational tours were organised by the college authority.

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Co-ordinator

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