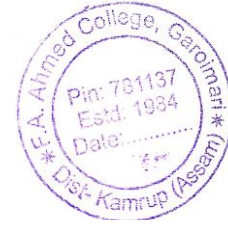


Office of the Principal i/c
F.A. AHMED COLLEGE, GAROIMARI
P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137
Website: www.faacollege.org:: E-mail: faacollege1984@gmail.com

IQAC Meeting
F.A. Ahmed College, Garoimari
Dated: 06-07-2021 (Online)



1. Regarding Academic Activity
2. Discussion regarding organizing National Webinar

Members Present:

- | | | |
|------|----------------------------------|-------------------------------|
| i. | Abdul Awal Sahab | : Principal i/c / Chairperson |
| ii. | Dr. Shaikh Fokor Uddin Ali Ahmed | : Co-ordinator |
| iii. | Jamir Uddin Ahmed | : Member |
| iv. | Md. Nuruzzaman Hoque | : Member |
| v. | Nasir Uddin Ahmed | : Member |
| vi. | Dr. M. Seik Mozibar Rahman | : Member |

An online meeting of IQAC of F.A. Ahmed College, Garoimari is held on 06-07-2021 at 1:00 p.m. and following resolutions were taken in the meeting.

Resolution 1:

The IQAC resolves to take initiatives for academic progression of Students and directs the HoD's of respective departments of the College to convene various academic activities including Classes, Home Assignments etc. through online mode.

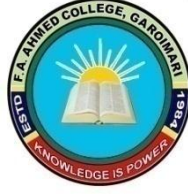
Resolution 2:

The IQAC resolves to conduct webinars for the academic development of the student's community and directs the HoD's to organize the same as much as possible.

At last the meeting was concluded on a positive note. The Chairman thanked all for their valuable suggestions and cooperation and concluded the meeting.


Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....



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Minutes of the IQAC Meeting and Action Taken

Meeting of IQAC
F.A. Ahmed College, Garoimari
Date: 14/12/2021
Time: 11 a.m.
Venue: College Premises



- i) Taking Chair of the President
- ii) Disclosing Purpose of the Meeting
- iii) Discussion on NAAC Preparation
- iv) Others

Member Present:

- | | | |
|-------|----------------------------------|---------------------------|
| i) | Abdul Awal Sahab | : Principal i/c, Chairmen |
| ii) | Dr. M. Seik Mozibar Rahman | : Co-ordinator |
| iii) | Dr. Shaikh Fokor Uddin Ali Ahmed | : Member |
| iv) | Aynul Hoque Choudhury | : Member |
| v) | Dr. Ruhul Amin | : Member |
| vi) | Dr. Syed Atowar Rahman | : Member |
| vii) | Dr. Samir Ali | : Member |
| viii) | Begum Runa Laila Mazumdar | : Member |
| ix) | Md. Abul Ali | : Member |
| x) | Ayan Ali Ahmed | : Member |

A meeting of IQAC of F.A. Ahmed College, Garoimari is held on 14/12/2021 in the College premises. The meeting is presided over by the Principal of the College and the following resolutions were adopted.

Resolution: 1

In the meeting, a thorough discussion is held on NAAC preparation and resolved that all the employees of the College should contribute in the act of NAAC work.

Resolution: 2

The house discusses on active participation of the Departments in NAAC Preparation and unanimously resolved to organize a meeting with the Departmental Heads and ear them about the essence of the same.

Resolution: 3

The house discusses on preparing a Strategic Development Planning of the College. The IQAC Co-ordinator is asked to prepare the planning. The Planning will cover the period of 2022-26.

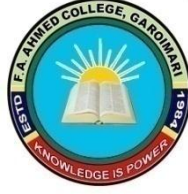
Action Taken

A Meeting of HoDs is held and are instructed to actively participate and contribute in NAAC work. However, HoDs will be responsible to activate rest of the faculties in the act.

The Strategic Development Planning of the College for the period of 2022-26 is prepared.


Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....



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Meeting of IQAC
F.A. Ahmed College, Garoimari
Date: 16/02/2022
Time: 1 p.m.
Venue: College Premises



- i) Taking Chair of the President
- ii) Disclosing Purpose of the Meeting
- iii) Discussion on Govt. Letter vide No.AHE.544I2021/9, dated: Dated Dispur, 11th February, 2022 & ARUSA-14017, dated; 15th February/2022
- iv) Others

Member Present:

- | | |
|---------------------------------------|---------------------------|
| i) Abdul Awal Sahab | : Principal i/c, Chairman |
| ii) Dr. M. Seik Mozibar Rahman | : Co-ordinator |
| iii) Dr. Shaikh Fokor Uddin Ali Ahmed | : Member |
| iv) Aynul Hoque Choudhury | : Member |
| v) Dr. Syed Atowar Rahman | : Member |
| vi) Dr. Samir Ali | : Member |
| vii) Begum Runa Laila Mazumdar | : Member |
| viii) Md. Abul Ali | : Member |
| ix) Ayan Ali Ahmed | : Member |

An emergent meeting of IQAC of F.A. Ahmed College, Garoimari is held on 16/02/2022 in the Office of IQAC under the Chairmanship of Principal of the College and the following resolutions were adopted.

Resolution: 1

The house deeply discusses on the Govt. Letters and takes the matter seriously. After a prolonged discussion, it is unanimously resolved that as per Govt. letter Clause No. 01 & Clause No. 2, the IQAC as well as special committee (Seven Criteria) should be reconstituted as per the UGC rules. However, the NAAC related work should be intensified

Resolution: 2

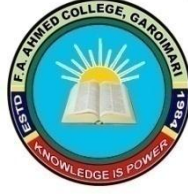
The house discusses on Govt. Letter Clause No.5 and feels the necessity of ICT use. The house resolves to request the College Authority to provide Projector for doing so and the IQAC Co-ordinator is entrusted to go for the formal procedure.

Action Taken

1. The IQAC and Seven Criteria are restructured as per the guideline of the UGC.
2. The Principal of the College is requested to facilitate a Projector for ICT purpose. In consequence to it, a projector is supplied for the same.


Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....



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Meeting of IQAC & Seven Criteria
F.A. Ahmed College, Garoimari
Date: 15/03/2022
Time: 1 p.m.
Venue: College Premises



Agenda:

- i) Taking Chair of the President
- ii) Disclosing Purpose of the Meeting
- iii) Discussion on NAAC preparation
- iv) Others

Member Present:

- | | | |
|-------|----------------------------------|------------------------------|
| i) | Abdul Awal Sahab | : Principal i/c |
| ii) | Dr. M. Seik Mozibar Rahman | : IQAC Co-ordinator |
| iii) | Dr. Shaikh Fokor Uddin Ali Ahmed | : Co-ordinator, Criteria III |
| iv) | Taibor Rahman Khan | : Co-ordinator, Criteria VI |
| v) | Aynul Hoque Choudhury | : Co-ordinator, Criteria II |
| vi) | Md. Abul Ali | : Member, IQAC |
| vii) | Begum Runa Laila Mazumdar | : Member, IQAC |
| viii) | Ayan Ali Ahmed | : Co-ordinator, Criteria IV |
| ix) | Nasir Uddin Ahmed | : Co-ordinator, Criteria V |
| x) | Md. Nuruzzaman Hoque | : Co-ordinator, Criteria VII |
| xi) | Md. Jamir Uddin Ahmed | : Co-ordinator, Criteria I |

A meeting of IQAC & Seven Criteria of F.A. Ahmed College, Garoimari is held on 15/03/2022 at the Office of IQAC. The meeting is presided over by the Principal i/c of the College and the following resolutions were adopted.

Resolution: 1

The house sincerely converses on the Departmental Activities and resolves that a proper work plan should be prepared and disseminated among the various departments. However, departments should supply the required data to the office of the IQAC when needed.

Resolution: 2

The house deeply discusses on creating work-culture among the employees of College. Especially, the non-teaching employees of the College should sincerely perform their duties and co-operate teaching employees in any aspect of NAAC related work.

Resolution: 3

In the meeting, a discussion goes on organizing orientation programme on NAAC Preparation inviting a resource person from neighbouring College and others. Finally, the house comes in consensus to invite Dr. Naba Kumar Kalita, Principal i/c and also IQAC Co-ordinator of Chhaygaon College as resource person.

Resolution: 4

The house discusses on taking external members of the IQAC from Trust, Society, Administrative Officers etc. The house resolves that undermentioned person may be appointed as the member of IQAC;

- a) BDO, Goroimari Dev. Block
- b) In-charge, Alikash Health Centre
- c) Nasim Uddin Ahmed.

Resolution: 5

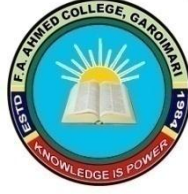
It is discussed on importance of activities of different Cells and resolves that existing Cells may be restructured and allocated as per the efficiency basis.

Action Taken

1. A list of Departmental Activities is prepared and distributed among all the HoDs bearing Memo No. FAAC/IQAC/87/22/06, dated-24/03/2022.
2. A Staff Meeting is organized by the Principal of the College and thoroughly discussed on the act of NAAC related issues. The IQAC Co-ordinator deliberately briefs about duties and responsibilities of all the employees of the College.
3. An Orientation Programme among all the employees of the College is held on 23/03/2022. Dr. Naba Kr. Kalita and Dr, Phanindra Kalita of Chhaygaon College present in the Programme as resource person.
4. Sri Nova Baruah, BDO of Groimari Dev. Block, Dr. Kurban Ali and Nasim Uddin Ahmed are appointed as the Members of IQAC.
5. Different Cells are restructured and appointed on dated 15/04/2022.

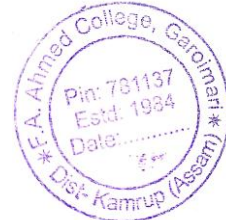

Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....



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Meeting of IQAC
F.A. Ahmed College, Garoimari
Date: 30/04/2022
Time: 1 p.m.
Venue: Office of the Principal



Agenda:

- i) Taking Chair of the President
- ii) Purpose of the Meeting
- iii) Discussion on preparation of SSR
- iv) Discussion on organising Alumni Meet/Parent Meet etc.
- v) Discussion on initiating Departmental Library
- vi) Others

Member Present:

- | | | |
|------|----------------------------------|-----------------------------|
| i) | Abdul Awal Sahab | : Principal i/c |
| ii) | Nova Baruah | : BDO, Goroimari Dev. Block |
| iii) | Nasim Uddin Ahmed | : Member |
| iv) | Dr. M. Seik Mozibar Rahman | : IQAC Co-ordinator |
| v) | Dr. Shaikh Fokor Uddin Ali Ahmed | : Member |
| vi) | Md. Abul Ali | : Member |
| vii) | Md. Jamir Uddin Ahmed | : Member |

A meeting of IQAC of F.A. Ahmed College, Garoimari is held on 30/04/2022 at the Office of Principal. The meeting is presided over by the Principal i/c of the College and the following resolutions were adopted.

Resolution: 1

The house converses on preparation of SSR and the IQAC Co-ordinator is asked about the update of SSR. The IQAC Co-ordinator deliberately briefs about the update of SSR and ears the house that Seven Verticals have started their working on the matter. The house resolves that the activity of the Seven Verticals might be intensified and for any negligence, action may be taken.

Resolution: 2

The house discusses on the activities of various Cells. It is resolved that the Co-ordinators/Conveners of different Cells may be served notices to go for systematise their documentation and records as per NAAC norms.

Resolution: 3

The House resolves that as the pilot project, the documentation of Criteria-1 should be started and gradually extended to the others criteria too.

Resolution: 4

The house discusses on the matter of organizing Alumni Meet of the College. It is resolved that the Alumni Meet might be organized centrally as well as departmentally. However, it is also resolved that in order to bridge relationship with the Parents, Guardians, Well-wishers etc. we should organize Parent Meet at earliest.

Resolution: 5

It is discussed on bridging relationship with other organization, institutions. Therefore, the house unanimously resolves to sign MoU (Memorandum of Understanding) with Colleges, Health Department on health related issues, and for other social related issues.

Resolution: 6

The house consults about the necessity of introducing separate departmental library. Since there is shortage of rooms for the matter, it may be requested to the ZPC asking the Multi-purpose Community Hall to hand over to College family situated in the College premises which is managed and maintained under the guidance of ZPC Kamrup.

Resolution: 7


The house realises sharing of different NGOs, Non-political Students organizations, reports in the College. Therefore, it is unanimously resolved to hold a meeting with such organizations.

Action Taken

1. Qualitative part of SSR is initiated. The IQAC along with Co-ordinations of Seven Criteria is preparing the same.
2. A Staff Meeting is organized by the Principal of the College and thoroughly discussed on the act of NAAC related issues. The IQAC Co-ordinator deliberately briefs about duties and responsibilities of all the employees of the College.
3. An Orientation Programme among all the employees of the College is held on 23/03/2022. Dr. Naba Kr. Kalita and Dr, Phanindra Kalita of Chhaygaon College present in the Programme as resource person.

4. A MoU is signed with the Department of Health & Family Welfare, Chhaygaon Block PHC in presence of Hon'ble Circle Officer, Goroimari Revenue Circle on dated 2nd July/2022.
5. Application submitted to the chairman of ZPC, Kamrup asking for the use of Multi-purpose Community Hall. Consequence to it, an agreement is signed between CEO, Kamrup ZPC and Principal, F.A. Ahmed College, Garoimari on 26/07/2022. Initiation of departmental library is under process.
6. A meeting is held on dated 12/08/2022 in the College premises in presence of Hon'ble Chairman of G.B., Principal and organization like AASU, AAMSU, Media persons etc.


Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....