



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

Minutes of IQAC Meeting and Action Taken
F.A. Ahmed College, Garoimari
Dated: 19-09-2022



Agenda:

1. Taking Chair of President
2. Purpose of Meeting
3. Readout of resolution of earlier Meeting
4. Discussion on NAAC Work
5. Others

Members Present:

- | | | |
|-------|----------------------------------|-------------------------------|
| i. | Abdul Awal Sahab | : Principal i/c / Chairperson |
| ii. | Dr. M. Seik Mozibar Rahman | : Co-ordinator |
| iii. | Dr. Shaikh Fokor Uddin Ali Ahmed | : Member |
| iv. | Jamir Uddin Ahmed | : Member |
| v. | Md. Abul Ali | : Member |
| vi. | Begum Runa Laila Mazumdar | : Member |
| vii. | Nasim Uddin Ahmed | : Member |
| viii. | Dr. Kurban Ali | : Medical Officer |

An meeting of IQAC of F.A. Ahmed College, Garoimari is held on 19-09-2022 at the Office of IQAC. and following resolutions were taken in the meeting.

Resolution 1:

The house discusses on the matter of NAAC work and takes update from the IQAC Co-ordinator. The house resolves to organize a presentation on SSR at earliest inviting a NAAC expert.

Resolution 2:

The house discusses on taking update of departmental work related with NAAC. After a through discussion, it is resolved that departmental update should be taken vising from department to department.

Resolution: 3

The house discusses on the matter of organizing an ICT related workshop for benefitting the staff of the College.

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

Action Taken:

- i) “A NAAC Awareness cum Review Meeting regarding Submission of IIQA & SSR” organized by IQAC, F.A. Ahmed College, Garoimari on 29/04/2023. Abdul Awal Sahab, Hon’ble Principal, i/c, F.A. Ahmed College, Garoimari chairs the Meeting and Dr. Mahananda Borah, Hon’ble Principal, Mayong Anchalic College, NAAC A+ was the Resource Person of the programme. However, Principals of Chamaria Anchalik College, Rampur Anchalic College and Sontali Ahncalik College along with the IQAC Co-ordinator were present in the meeting.
- ii) “A Departmental review Meeting” was conducted by the IQAC of the College on 21/11/2022.
- iii) A Workshop on “Data Upload in College Website “was organized by IQAC on 02/02/2023.


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: 15/02/2023
Time: 11 a.m.
Venue: Office of IQAC



Agenda:

- i) Taking Chair of President
- ii) Purpose of the Meeting
- iii) Readout of resolution of earlier Meeting
- iv) Discussion on Submission of IIQA.
- v) Discussion SSR preparation
- vi) Others

Member Present:

- | | | |
|-------|----------------------------------|-------------------------------|
| i. | Abdul Awal Sahab | : Principal i/c / Chairperson |
| ii. | Dr. M. Seik Mozibar Rahman | : Co-ordinator |
| iii. | Dr. Shaikh Fokor Uddin Ali Ahmed | : Member |
| iv. | Jamir Uddin Ahmed | : Member |
| v. | Md. Abul Ali | : Member |
| vi. | Begum Runa Laila Mazumdar | : Member |
| vii. | Nasim Uddin Ahmed | : Member |
| viii. | Dr. Kurban Ali | : Medical Officer |

An executive meeting of IQAC of F.A. Ahmed College, Garoimari is held on 15/02/2023 at the office of the IQAC.

Resolution: 1

The house thoroughly discusses on the matter of NAAC work. The IQAC Co-ordinator details about the up to date of NAAC preparation. After a fruitful discussion, it is resolved that IIQA should be submitted at earliest. However, Hon'ble Principal i/c is requested to do all the necessary initiatives to submit the IIQA.

Resolution: 2

The house feels necessity of having a computerist at the Office of IQAC whose remuneration will have to be paid by the College authority.

Resolution: 3

The house discusses on preparing a Academic Plan for the period 2023-27. The responsibility is given to the IQAC Co-ordinator to prepare the same.

Resolution: 4

The House discusses on celebration of different national/International commemorative days during the year. It is unanimously resolved that the IQAC co-ordinator will prepare the list of national/international days to be celebrated and distribute the same among the different Cells & Committees to meet the NAAC requirements.

Action Taken

- i) Preparation for IIQA submission is taken
- ii) A computersit boy name Mr. Saiful Islam, S/O: Fazlul Hoque of Village Ghoramara Gaon, Dist: Kamrup Assam is temporarily appointed for undergoing NAAC work.
- iii) Academic Plan for the F.A. Ahmed College, Garoimari is prepared and uploaded in the College website.
- iv) List of different National/International commemorative days are prepared and notified on 17/02/2023 assigning it to the different Cells and Committees for celebration.


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


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
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Special Meeting of IQAC & G.B.

F.A. Ahmed College, Garoimari

Date: 30/03/2023

Time: 1 p.m.

Venue: College Premises



Agenda:

- i) Taking Chair of the President
- ii) Purpose of the Meeting
- iii) Discussion regarding submission of IIQA
- iv) Others

Member Present:

- | | |
|-------------------------------------|---------------------------|
| i) Abdul Awal Sahab | : Principal i/c, Chairman |
| ii) Md. Nurul Islam | : President, G.B. |
| iii) Dr. M. Seik Mozibar Rahman | : Co-ordinator |
| iv) Nasir Uddin Ahmed | : Academic In-charge |
| v) Dr. Shaikh Fokor Uddin Ali Ahmed | : Member, IQAC |
| vi) Begum Runa Laila Mazumdar | : Member, IQAC |
| vii) Md. Abul Ali | : Member, IQAC |
| viii) Md. Jamir Uddin Ahmed | : Member, IQAC |
| ix) Ayan Ali Ahmed | : TR Member, G.B. |
| x) Hazrat Ali | : TR Member, G.B. |

An emergent special meeting of IQAC & G.B. of F.A. Ahmed College, Garoimari is held on 30/03/2023 under the Chairmanship of Principal i/c at his chamber and the following resolutions were adopted.

Resolution: 1

The house discusses on submission of IIQA and resolves that this should be decided in G.B. Meeting which is going to be held shortly. In case of emergency, it will be submitted as asked for.

Resolution: 2

The house discusses on the matter of affiliation fee update. The Principal i/c is requested to take necessary measures to get the affiliation detail from the University.

Resolution: 3

The house discusses on probable NAAC expenditure. For the matter, a budget committee is constituted as follows who will prepare detail of probable expenditure for NAAC visit and probable revenue for the matter.

Budgeting Committee:

- | | | |
|-------|--|------------|
| i) | Abdul Awal Sahab, Principal i/c | : Chairman |
| ii) | Dr. Shaikh Fokor Uddin Ali Ahmed | : Convener |
| iii) | Dr. M. Seik Mozibar Rahman, IQAC Coordinator | : Member |
| iv) | Nasir Uddin Ahmed, Academic In-charge | : Member |
| v) | Md. Abul Ali | : Member |
| vi) | Md. Jamir Uddin Ahmed | : Member |
| vii) | Ayan Ali Ahmed | : Member |
| viii) | Hazrat Ali | : Member |
| ix) | Mohibul Hoque Choudhury | : Member |
| x) | Abdul Mannan, UDA | : Member |
| xi) | Abul Kashem | : Member |

Resolution: 4

The house discusses on Academic Audit, Green Audit and Energy Audit. All the above mentioned audit should be accomplished on or before 10th April 2023. The following person are will bear the responsibilities of the same.

Academic and Energy Audits by Nasir Uddin Ahmed

Green Audit by TR Khan.

Action Taken

1. Updated Affiliation Certificate is received from the Gauhati University.
2. The Budget for NAAC Inspection is prepared by the assigned committee.
3. Green Audit and Energy Audit are accomplished.


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: 23/06/2023

Time: 1 p.m.

Venue: College Premises



Agenda:

- i) Taking Chair of the President
- ii) Readout resolution of the Last Meeting
- iii) Purpose of the Meeting
- iv) Discussion Admission and Academic Matter of the College.
- v) Discussion on Various activities of the Statutory Committees of the College.
- vi) 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, IQAC |
| iv) Begum Runa Laila Mazumdar | : Member, IQAC |
| v) Md. Abul Ali | : Member, IQAC |
| vi) Md. Jamir Uddin Ahmed | : Member, IQAC |

A meeting of IQAC & G.B. of F.A. Ahmed College, Garoimari is held on 23/06/2023 under the Chairmanship of Principal i/c at his chamber and the following resolutions were adopted.

Resolution: 1

The IQAC Co-ordinator reads out the resolution adopted in the earlier meeting of IQAC and unanimously granted the same.

Resolution: 2

The house discusses on the forthcoming admission in B.A. 1st, 3rd & 5th Semester 2023/24. It is resolved to undergo the admission process to fair and hassle free. An Admission Committee may be formed for the admission and prospectus purpose for the session 2023-24.

Resolution: 3

The house thoroughly discusses about the role of Statuary Cell like Ant-Ragging Cell, ICC, Grievances and Redressal Cell to be played with initiation of new session. An Orienting Programme may be organized among the new comer students of the College who will be familiarized about the NEP-2020 Syllabus.

Finally, the meeting is dissolved by the president of the meeting.

Action Taken

1. The Admission cum Prospectus Committee is formed for the session 2023-24 for admission as well as Prospectus purpose. The Committee prepares the Prospectus for the corresponding session and accomplished the entire admission process.
2. **“An Orientation Programme on Code and Conduct of the College, POs, PSOs & COs, especially on NEP-2020, Anti-Ragging, Anti-Sexual, Grievances and Redressal Issues”** was conducted by the IQAC on 09/08/2023 among the students of the College. Main objectives of the programme was to familiarize the especially the new comers students about the above mentioned issues.


Chairman
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Co-ordinator
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