



INTERNAL QUALITY ASSURANCE CELL

NORTH GAUHATI COLLEGE

College Nagar, Abhoypur, North Guwahati-781031

Email: newiqacngc@gmail.com
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Website: www.northgauhaticollege.in

Ref. No.:

Date: 10-09-2025

Proceedings of IQAC Meeting

North Gauhati College

Venue: Conference Hall, Time: 1.30 PM

The IQAC meeting was presided over by the Principal, Dr. Bhaskar Jyoti Hazarika. The session commenced with Dr. Sourav Kalita, Co-ordinator of IQAC, delivering a comprehensive PowerPoint presentation. Dr. Sourav Kalita delivered an insightful presentation focusing on "Assessing Quality in Higher Educational Institutions (HEIs)". He elaborated on the Binary Accreditation Framework and discussed the distribution of IQAC-related works and weightage allocation across various criteria. Dr. Sourav Kalita also reflected on the recommendations made by the previous NAAC Peer Team and presented a comprehensive Plan of Action for the upcoming academic session, involving multiple functional bodies and committees of the college.

Recommendations from last NAAC Peer Team:

1. Commerce stream may be introduced in UG level and few PG courses also required to be introduced.
2. Infrastructural facilities should be improved in terms of IT enabled class rooms, WIFI speed, research facilities, smart class rooms etc. as well as wash room hygiene and more sanitary vending machine.
3. Each department should have at least one technical staff/laboratory instructor.
4. Boy's hostel facilities must be within the campus for student from long distance.
5. Active Career counselling and Placement cell is to be introduced with a dedicated placement officer.
6. Research activities among faculties and students may be strengthened.
7. Staff welfare schemes may be introduced for the benefits of all teaching and non teaching staff.
8. Language Lab, Incubation Centre, computer Lab, Research should be improved and upgraded with sufficient infrastructure facilities.
9. Student's enrolment and dropout issues should be properly addressed and take appropriate measure.
10. One important measure observed is the lack of transportation.
11. Results in university examination should be improved by introducing remedial coaching classes for slow learners.

Plan of Action and Responsibilities of Various Committees

Academic Council:

- To adopt a policy to improve student results and to decrease enrolment to dropout ratio.
- To open job oriented Vocational course: B. Voc. Courses in Medical Lab & Molecular Diagnostic Technology, Food Processing Technology, Banking and Financial Service etc. (In collaboration with Student Welfare and Self Empowerment Cell).
- To increase the enrollment of online courses such as MOOCs and Swayam: This strategy should focus on encouraging teachers to adopt the system through organized workshops, seminars, and other support initiatives.



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Research Council, IPR Cell, IKS Cell & Incubation Centre: (Collaborative method)

- Establish a Scholarly Publishing Program: The council is requested to launch at least two peer-reviewed journals biannually with ISSN and publish a minimum of one book per year with an ISBN.
- Fund for Research and Development: A new call for research proposals will be initiated, with dedicated funds allocated to support high-quality projects. This initiative aims to foster a culture of research and innovation within the institution.
- Organize workshops, seminars, and faculty development programs: To equip teachers/students with the Research & Development, knowledge and pedagogical skills needed to effectively teach/learn IKS-related content.

Mentor–Mentee Cell:

1. To prepare a comprehensive blueprint of the mentor–mentee list.
2. To assign mentors with specific roles to support mentees in various domains such as academic improvement, career guidance, and personal development.

Career Counselling and Placement Cell:

1. To organize Career Counselling programs and Job Fairs on a regular basis to enhance students' employability.
2. To maintain and update the record of students who receive placements after the completion of their degrees.

Medical Cell:

1. To ensure the health, safety, and overall well-being of both staff and students.
2. To provide first aid and emergency medical assistance whenever required.
3. To maintain a comprehensive health record database (including medical history, allergies, and blood group) of every student, which will aid in emergency situations.
4. To organize health camps in collaboration with local hospitals and NGOs for regular health check-ups and awareness.

Eco Club:

1. To promote green consciousness and environmental responsibility among students and staff.
2. To conduct Awareness Drives, Tree Plantation Programs, Cleanliness Campaigns, and Waste Management initiatives within the college premises and surrounding communities.



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Science Forum:

1. Celebrating Science: To commemorate significant scientific days through interactive programs and exhibitions.
2. Community Outreach: To nurture a student group titled “*Magic of Science*” that will conduct science awareness and demonstration programs in schools and academies.
3. Research and Knowledge Sharing: To organize National or International Seminars in collaboration with the Research Council.

Red Ribbon Club:

1. To promote and encourage voluntary blood donation among students and recognize active donors.
2. To conduct awareness and outreach programs in the community focusing on health, hygiene, and social responsibility.

After the presentation, an in-depth discussion was held on various strategies and action points under the following thematic headings.

1. Departmental Data Submission and Documentation:

- All Departments were reminded to submit data of various activities regularly in the existing format.
- Principal, Dr. Bhaskar Jyoti Hazarika, advised that IQAC should maintain department-wise folders on a bi-annual basis (e.g., 1st January–31st May and 1st June–31st December).
- From these department-wise folders, criteria-wise documentation can be streamlined.

2. Academic Developments:

- Regarding the introduction of the Commerce stream, the Principal Dr. Bhaskar Jyoti Hazarika informed that certain requirements such as ITET/B.Ed. course feasibility make it difficult at present. Based on discussions with concerned authorities, the proposal cannot be implemented immediately.
- Vocational courses are to be reintroduced in order to enhance employability and skill-based learning.
- Faculty members were encouraged to initiate coaching classes for competitive examinations such as UPSC/APSC, NET, and SLET.

3. Infrastructure and Facilities:

- Boys’ Hostel construction will be delayed due to land and funding constraints.
- Development of college infrastructure should be prioritized to support both academic and extracurricular growth.



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4. Extension and Student Support Activities:

- NSS and NCC were directed to conduct a minimum of five extension programmes per year.
- Red Ribbon Club should expand its programmes to increase student awareness.
- The renamed Career Counselling & Placement Cell should be more proactive in student guidance and placement activities.

5. Data Management and Documentation:

- As per the suggestion of Dr. Avijit Boruah, data collection should be conducted once every three months using Google Forms and submitted to the official IQAC email ID: ngciqacdocuments@gmail.com
- All official communication and mails must be stored within the College Domain.
- Individual teacher files should be maintained in IQAC for better documentation and reference.

6. Emphasis Areas for Improvement:

The meeting emphasized:

- Improvement in student enrolment, results, and placement records.
- Identification and implementation of Best Practices of the College (yet to be finalized).
- Introduction of Teachers' welfare activities to boost morale and engagement.

Dr. Ruby Doley
Assistant Co-ordinator, IQAC
North Gauhati College