

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 06-08-2022**

**Circular**

Induction programme by IQAC scheduled on 08<sup>th</sup> August 2022 in Hall South at 12.00 noon.


**Agenda:**


1. Acquisition of chair by the chairperson.
2. Felicitation programme.
3. Explanation of the purpose of the meeting.
4. Motivation and Innovation the students.
5. Others.

SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma	Chairperson	
2	Dr. Ganindra Ch. Das	Invited Guest	
3	Safique Uz Zaman	Coordinator	
4	Abul Kalam Azad		
5	Bellal Hussain		
6	Dr. Sofiur Rahman		
7	Dr. Abdus Sabur		
8	Ayub Khan		
9	Sahidur Rahman		
10	Lily Das		
11	Md. Saidul Islam		
12	Zahangir Alom		
13	Akter Hussain		
14	Muzafor Ali Ahmed		

15	Abdur Rashid		
16	Dr. Abu Bakkar Siddique		

**Minutes.**

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/C  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 17-08-2022**

**Circular**

Executive meeting of IQAC is scheduled on 19<sup>th</sup> August 2022 Smart Class room at 02.00 PM to discuss the following agenda.

**Agenda:**


6. To discuss about the submission IIQA
7. Discuss about the preparatory works of NAAC.
8. Others.


SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma	Chairperson	
2	Dr. Ganindra Ch. Das	Invited Guest	
3	Safique Uz Zaman	Coordinator	
4	Abul Kalam Azad		
5	Bellal Hussain		
6	Dr. Sofiur Rahman		
7	Dr. Abdus Sabur		
8	Ayub Khan		
9	Sahidur Rahman		
10	Lily Das		
11	Md. Saidul Islam		
12	Zahangir Alom		
13	Akter Hussain		
14	Muzafor Ali Ahmed		
15	Abdur Rashid		

16	Dr. Abu Bakkar Siddique		
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**Minutes.**

1. Decided to scrutiny by a group of Senior Teachers.
2. Decided to form a committee to advice various department on the departmental works.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/C  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 24-08-2022**

**Circular**

General meeting of IQAC is scheduled on 26<sup>th</sup> Sep/2022 in IQAC room at 01.30 PM to discuss the following agenda.

**Agenda:**

9. To discuss about the progress of research works.

10. To discuss about the submission of IIQA.

11. Others.


SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma	Chairperson	
2	Safique Uz Zaman	Coordinator	
3	Abul Kalam Azad		
4	Abdus Sobur		
5	Abu Bakkar Siddique		
6	Bellal Hussain		
7	Dr. Abu Bakkar Siddique		
8	Golam Sarrowar		
9	Jahirul Islam		
10	Dr. Sofiur Rahman		
11	Abdur Rashid		
12	Sahidur Rahman		
13	Abdul Kalam Azad		
14	Ayub Khan		
15	Lily Das		

16	Abdul Khaleque		
17	Zahangir Alom		
18	Akter Hussain		
19	Dr. Ruzena Khatun		
20	Kamal Mostafa		
21	Muzafor Ali Ahmed		
22	Md. Saidul Islam		

**Minutes.**

1. Decided to update NAAC portal.
2. Decided to Submit research application to ICSSR for National level Seminar/Workshop.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/c  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 26-08-2022**

**Circular**

Executive meeting of IQAC is scheduled on 28<sup>th</sup> Sep/2022 IQAC room at 10.00 AM to discuss the following agenda.

**Agenda:**

12. To discuss about the completion 7 Criteria of NAAC.

13. To discuss about the submit of IIQA.

14. Others.

SL. No	Name	Portfolio	Remarks
1	Sri Ram Ch. Pathak	Adviser of IQAC	
2	Hatem Ali	Community Member	
3	Dr. Bakshi H.A. Ahmed	NAAC Expert	
4	Dr. Abdus Sobur	Executive Member	
5	Rofiqul Islam	Executive Member	
6	Abdul Kalam Azad	Executive Member	
7	Abdul Khaleque	Executive Member	
8	Mozafor Ali Ahmed	Executive Member	
9	Ayub Khan	Executive Member	
10	Shiben Kr. Gosh	Community Member	
11	Jahangir Alom	Executive Member	

**Minutes.**

1. Decided to give responsibility to all the faculty members to help the IQAC to complete the SSR.



Chairman / Co-ordinator  
Internal Quality Assurance Cell  
Rajiv Gandhi Memorial  
College, Lengtisinga



Principal I/C  
R. G. M. College, Lengtisinga  
Principal I/c  
Rajiv Gandhi Memorial College  
Lengtisinga



**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 29-09-2022**

**Circular**


Celebration of Gandhi Jayanti by the college in collaboration with IQAC scheduled on 02<sup>nd</sup> Oct/2022 in Hall South at 10.00 AM.


**Agenda:**

1. Lighting of Lamp.
2. Tribute to Gandhiji.
3. Address on ideology of Gandhiji.
4. Essay competition on Gandhian Philosophy.
5. Others.

SL. No	Name	Portfolio	Remarks
1	Reeta Sarma	Chairperson	
2	Ayub Khan		
3	Dr. Abdus Sobur		
4	Abdul Khaleque		
5	Shahidur Rahman		
6	Jahangir Alom		
7	Dr. Ruzena Khatun		
8	Dr. Abu Bakkar Siddique		
9	Akter Hussain		
10	Kamal Mostafa		
11	Dr. Fazar Ali		
12	Dr. Lily Das		
13	Anudhriti Sarma		
14	Abu Bakkar Siddique		
15	Abul Kalam Azad		
16	Golam Sarrowar		

17	Jahan Uddin		
18	Rozmamud Mondal		
19	Jakir Hussain		
20	Jahangir Alom		
21	Azizur Rahman		
22	Jahangir Alom		
23	Abdul Baten		
24	Jahangir Alom		
25	Saidur Rahman		
26	Shamina Al Akter		
27	Akramul Mozid		
28	Deepamoni Sarkar		
29	Amina Khatun		
30	Payel Paul		
31	Julekha Ahmed		
32	Hafizur Rahman		

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/c  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 09-10-2022**

**Circular**

Celebration of College Foundation Day in collaboration with IQAC is scheduled on 11<sup>th</sup> Oct/2022 in Hall South at 11.00 AM.


**Agenda:**

1. Chair occupied by the person.
2. Explanation of the purpose meeting.
3. Facilitation programme.
4. Few lines from teaching, students as well.
5. Expiration of feelings about the college by land donors.
6. Speech from Chairperson.

SL. No	Name	Portfolio	Remarks
1	Reeta Sarma	Chairperson	
2	Safique Uz Zaman	Coordinator	
3	Abdul Khaleque		
4	Bellal Hussain		
5	Dr. Abu Bakkar Siddique		
6	Abul Kalam Azad		
7	Atowar Rahman Sikder		
8	Dr. Ruzena Khatun		
9	Kamal Mostafa		
10	Dr. Fazar Ali		
11	Abdur Rezzak		
12	Abu Bakkar Siddique		
13	Golam Sarrouwar		
14	Dr. Sofiur Rahman		
15	Mahar Ali Mondal		
16	Lily Das		

17	Shahil Rana		
18	Rofiqul Islam		
19	Jahangir Alom		
20	Ayub Khan		
21	Abdus Sobur		
22	Sofiur Rahman		
23	Hatem Ali		
24	Abdur Rouf Ahmed		
25	Shahidur Rahman		
26	Pingkiu Bhounik		
27	Morjina Khatun		
28	Rashida Parbin		
29	Rowshonara Khatun		
30	Alema Khatun		
31	Nikita Sarkar		

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
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 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/C  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 11-08-2022**

**Circular**

General meeting of IQAC is scheduled on 13<sup>rd</sup> Oct/2022 in Smart Class room at 02.30 PM to discuss the following agenda.

**Agenda:**


- 15. To discuss about the approval of IIA.
- 16. To discuss about the preparation of SSR.
- 17. Others.


SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma	Chairperson	
2	Jahangir Alom		
3	Abdul Khaleque		
4	Golam Sarrowar		
5	Rofiqul Islam		
6	Muzafor Ali Ahmed		
7	Shahidur Rahman		
8	Dr. Ruzena Khatun		
9	Abdur Rashid		
10	Abdul Kalam Azad		
11	Atowar Rahman Sikder		
12	Lily Das		
13	Pingki Bhowmik		
14	Morjina Khatun		
15	Abdul Kader Mondal		
16	Saiful Islam		
17	Dr. Abdus Sobur		

18	Abu Bakkar Siddique		
19	Ayub Khan		
20	Sadullah Dewan		
21	Kamal Mostafa		
22	Mahar Ali Mondal		
23	Jahirul Islam		
24	Bellal Hussain		
25	Dr. safiur Rahman		
26	Rofiqul Islam		
27	Shahil rana		
28	Johirul Islam		

#### Minutes.

1. Decided to accelerate the works of SSR.
2. Prepare the works of various cells.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/C  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 14-10-2022**

**Circular**

General meeting of IQAC is scheduled on 15<sup>th</sup> Oct/2022 in Hall South at 03.00 PM to discuss the following agenda.

**Agenda:**

18. To discuss about the preparation, submit the SSR.

19. Others.


SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma	Chairperson	
2	Safique Uz Zaman		
3	Rofiqul Islam		
4	Bellal Hussain		
5	Muzafor Ali Ahmed		
6	Abdus Sobur		
7	Abdul Khaleque		
8	Kamal Mostafa		
9	Golam Sarrowar		
10	Dr. Fazar Ali		
11	Akter Hussain		
12	Jahirul Islam		
13	Abdul Kader Mondal		
14	Saiful Islam		
15	Mohar Ali Mondal		
16	Atowar Rahman Sikder		
17	Jahirul Islam		
18	Md. Saidul Islam		

19	Md Saidul Islam		
20	Moziron Nessa		
21	Pingki Bhoumik		
22	Lily Das		
23	Sadullah Dewan		
24	Abdur Rashid		
25	Dr. Ruzena Khatun		
26	Abdul Kalam Azad		
27	Shahidur Rahman		

#### Minutes.

1. Decided to accelerate departmental works.
2. Decided to upload all the activities in college website.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
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 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/c  
 Rajiv Gandhi Memorial College  
 Lengtisinga



**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 17-10-2022**

**Circular**

Executive meeting of IQAC is scheduled on 19<sup>th</sup> Oct/2022 IQAC room at 03.00 PM to discuss the following agenda.

**Agenda:**

- 20. To discuss about the successful submit of IIQA.
- 21. To discuss preparatory works to face the peer team.
- 22. To discuss about the upload of SSR in NAAC portal.
- 23. Others.


SL. No	Name	Portfolio	Remarks
	Safique Uz Zaman		
1	Ram Chandra Pathak		
2	Hatem Ali		
3	Jahangir Alom		
4	Abdul Kalam Azad		
5	Shiben Kumar Gosh		
6	Dr. Abdus Sobur		
7	Jahirul Islam		
8	Mozafor Ali Ahmed		
9	I Bordoloi		
10	Golam Sarrowar		
11	Baharul Islam		
12	Abdul Khaleque		
13	Rofiqul Islam		

**Minutes.**

1. Decided to urge faculty members for full cooperation in the NAAC accreditation



Chairman / Co-ordinator  
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Principal I/C  
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Rajiv Gandhi Memorial College  
Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 17-10-2022**

**Circular**

Executive meeting of IQAC is scheduled on 2<sup>nd</sup> Nov/2022 IQAC room at 02.00 PM to discuss the following agenda.

**Agenda:**

24. To discuss about the selection of smart students of the college to face the NAAC team.


25. Others.

SL. No	Name	Portfolio	Remarks
1	Dr. Reeta Sarma		
2	Ayub Khan		
3	Abdul Khaleque		
4	Rofiqul Islam		
5	Jahirul Islam		
6	Muzafor Ali Ahmed		
7	Shahidur Rahnman		
8	Abdul Kalam Azad		
9	Golam Sarrowar		
10	Dr. Abdus Sobur		
11	Zahangir Alom		
12	Sofique Uz Zaman		

**Minutes.**

2. Decided to cooperate with NGO like Jubair Masud Trust and Howly based NGO Society for Better Tomorrow for joint awareness programme.
3. Decided to form Cultural Committee in view of NAAC accreditation.

  
Chairman / Co-ordinator  
Internal Quality Assurance Cell  
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Principal I/C  
R. G. M. College, Lengtisinga  
Principal I/C  
Rajiv Gandhi Memorial College  
Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 13-11-2022**

**Circular**

Executive meeting of IQAC is scheduled on 15<sup>th</sup> Nov/2022 IQAC room at 02.00 PM to discuss the following agenda.

**Agenda:**

26. To discuss about the submission of SSR.

27. Others.


SL. No	Name	Portfolio	Remarks
1	Ram Ch. Pathak	G.G. President	
2	Sofique Uz Zaman	Coordinator	
3	Hatem Ali	Community Member	
4	Zahangir Alom	Executive Member	
5	Abul Kalam Azad	Executive Member	
6	Shiben Kumar Ghosh	Community Member	
7	Shahidur Rahman	Executive Member	
8	Abdus Sobur	Executive Member	
9	Jahirul Islam	Executive Member	
10	Muzafor Ali Ahmed	Executive Member	
11	Dr. Itesh Bordoloi	Corporate Member	
12	Golam sarrowar	Executive Member	
13	Baharul Islam	President of Alumni	

14	Abdul Khaleque	Executive Member	
15	Rofiqul Islam	Executive Member	

**Minutes.**

4. Decided to submit SSR on 27<sup>th</sup> Nov/2022.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
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 Principal I/C  
 R. G. M. College, Lengtisinga  
 Principal I/c  
 Rajiv Gandhi Memorial College  
 Lengtisinga

# **RAJIV GANDHI MEMORIAL COLLEGE**

## **Executive Meeting: IQAC**

**Date 16-05-2023**

**Time 12.00 Noon**

### **Agenda:-**

1. Affirmation of the proposal of the meeting dated 08-05-2023
2. Discussion on the formation of a finance committee.
3. Discussion on the preparation of tentative budget for IQAC , Various department and cells.
4. Discussion on organizing seminar ,workshop

A meeting of the executive members of IQAC was held on 16-05-2023 which was presided over by the principal in charge of the college.

### **Following members attended the meeting**

1. Dr Reeta sarma Principal in charge
2. Mr Safique uz zaman Coordinator IQAC
- 3 Mr Abdul Khaleque
- 4 Mr Ayub khan
- 5 Mr Zahangir Alom
- 6 Dr Abdus Sobur
- 7 Dr Lily Das
- 8 Mr Shahidur Rahman
- 9 Mr Raiqul Islam
- 10 Abul kalam Azad
- 11 Muzaffar Ali Ahmed.

The members discussed in depth the subject matter included in the agendas and adopted the following resolutions unanimously :-

Res no 1:- The house confirmed the resolution of the last meeting held on dated 08-05-202

Res no 2:- The house recommended the name of the following persons as member of the Finance Committee. a) Dr Reeta sarma Principal in charge chairperson b) Mr Zahangir Alom HoD ,Dept of Economics as Convenor

- c) Mr Abdul khaleque HoD , Dept of History as member
- d) Mr Sadullah Dewan Asst Prof , Dept of English as member
- e) Mr Shiben Ghosh expert member
- f) Abdul Kader Mondal

Res No 3 :-

- a) The house resolved for honorarium to Coordinator of IQAC .

Res No 4:-

The house recommended principal in charge of the college for preparation of the budget in consultation with the members of the Finance Committee.

Res No 5:-

The house resolve to adopt new villages and installation of a banner of college in permanent nature in the already adopted vill Santoshpur pt 2.

Res No 6:-

The House resolve to observe World Environment Day on 5<sup>th</sup> jan with active participation of NSS unit of the College.

Res No 7:-


The house resolve to organize one month training programme for computer literacy and to develop knowledge of ICT among faculty members .

Res No 8 :- The house resolve to organize a one day workshop on dtd 23-05-2023 in collaboration with MAHATMA GANDHI COLLEGE , Challantapara on NEP 2020 also a NATIONAL SEMINAR in collaboration with JUBAYER MASUD EDUCATIONAL AND CHARITABLE TRUST , Santoshpur pt 2 on dated 30-05-2023 theme RIVERINE AREA PEOPLE OF ASSAM , PROBLEMS & SOLUTIONS.

#### **ACTION TAKEN REPORT :-**

1. Seven criteria distributed among the 15 faculty members in 7 unit to prepare for AQAR.
2. Admission Committee formed with Principal in charge as chairperson , Mr Ayub Khan , HoD Dept Of Assamese as convener and another four members.
3. Subject selection and introduction committee formed with Mr Bellal Hussain Asst Prof Dept of Pol Science as convener including another 5 members .
4. College in collaboration with Rubicon Skill Development centre is organizing skill development training session from 23 rd May Onwards 2023
5. Initiate process for purchasing books for Library with special importance of English Language as a measure in the direction of English Language Library

  
Chairman / Co-ordinator  
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Principal I/C  
Rajiv Gandhi Memorial College  
Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE , LENGTISINGA**

**IQAC Meeting : Date 20-07-2023**

Name of the Attendee :-

Sl No	Name of the Person present	Designation
1	Dr Zahurul Islam	Principal
2	Dr Abdus Sobur	Asst Professor & HoD Dept Of Pol Science
3	Mr Rofiqul Isalm	Asst Professor & HoD Dept Of Education
4	Mr Abdul Khaleque	Asst Professor & HoD Dept Of History
5	Mr Muzaffar Ali Ahmed	Librarian
6	Mr Akter Hussain	Asst Prof
7	Mr Kamal Mostofa	Asst Prof
8	Mr Shahidur Rahman	Asst Professor & HoD Dept Of Arabic
9	Dr Ruzeena Khatun	Asst Prof
10	Mr Saidul Islam	Asst Prof
11	Dr Lily Das	Asst Prof
12	Mr Bellal hussain	Asst Prof
13	Dr Sofiur Rahman	Asst Prof
14	Mr Zahangir Alom	Asst Professor & HoD Dept Of Economics
15	Mr Safique uz zaman	Asst Professor & HoD Dept Of Mathematics

Minutes of the meeting :-



1. Formation of IQAC
2. Discussion on Induction Programme, Central Routine, Departmental Routine And Teaching Plan
3. Discussion on the progress of the preparatory works of 7 criteria
4. Reconstitution of Finance Committee

Action taken Report :-

1.IQAC has been reconstituted with the following members

Sl No	Name	Designation	Portfolio
1	Dr Zahurul Islam	Principal	Chairperson
2	Mr Ayub Khan	Asst Professor	Member
3	Mr Abul Kalam Azad	Asst Professor	Member
4	Dr Abdus Sobur	Asst Professor	Member
5	Dr Sofiur Rahman	Asst Professor	Member
6	Mr Rofiqul Islam	Asst Professor	Member
7	Mr Golam Sarrowar	Asst Professor	Member
8	Dr Abu Bakkar Siddique	Asst Professor	Member
9	Dr Fazar Ali	Asst Professor	Member
10	Dr Bakshi H.A. Ahmed	Rtd Associate Prof and Educationist	Member from Management (G.B)
11	Mr Rudra Pathak	Industrialist	Member (Industrialist)
12	Mr Nurul Islam	Junior Engineer	Member ( Stakeholder)
13	Mr Abdul Kader	Senior asst	Member
14	President Alumni Association	Ex -student	Member from Alumni Association
15	Vice President of students union	Student	Member from students

2. Finance committee has been re constituted with the following members :-

Sl No	Name	Designation	Member
1	Dr Zahurul Islam	Principal	chairperson
2	Mr Rofiqui Islam	Asst Professor	Convener
3	Mr Golam Sarrowar	Asst Professor	Member
4	Mr Rofiqui Islam	Asst Professor	Member

  
Signature of the Coordinator, IQAC

Rajiv Gandhi Memorial College, Lengtisinga

  
Signature of the Principal

Rajiv Gandhi Memorial College , Lengtisinga

**RGM COLLEGE****IQAC MEETING**

Date :: 29-08-2023

Time : 3.00 P.M

Name of the attendee:

Sl No	Name of the person present	Designation
1	Dr Zahurul Islam	Principal
2	Mr Safique Uz Zaman	Coordinator , IQAC
3	Mr Ayub Khan	Asst Prof &Executive Member
4	Dr Abdus Sobur	Asst Prof &Executive Member
5	Dr Sofiur Rahman	Asst Prof &Executive Member
6	Mr Rofiqul Islam	Asst Prof &Executive Member
7	Dr Abu Bakkar siddique	Asst Prof &Executive Member
8	Dr Lily Das	Asst Prof
9	Mr Zahangir Alom	Asst prof & Executive Member
10	Mr Abdur rashid	Asst Prof
11	Mr Rofiqul Islam	Asst Prof
12	Mr Shahidur Rahman	Asst prof
13	Mr Akter Hussain	Asst prof
14	Mr Muzaffar Ali ahmed	Asst prof
15	Mr Abu Bakkar Siddique	Asst Prof
16	Mr Abdul Khaleque	Asst Prof

#### Minutes of the meeting

1. Discussion on the preparatory work of 7 criteria
2. Discussion on the Placement Drive proposal received from TCS on the project TCS BPS Hiring for YoP 2024.
3. Discussion on the PROJECT proposal preparation and submission under PM-USHA
4. Misc

#### Action Taken Report

1. The house decided and initiated the process of work of preparation of 7 criteria expeditiously through different criteria convener.
2. The House decided to organise placement drive of TCS placement through the placement cell.
3. The house decided to take every measure for the successful submission of PROJECT PROPOSAL for grants under PM -USHA



Signature of the coordinator , IQAC

Rajiv Gandhi memorial College, Lengtisinga



Signature of the Principal

Rajiv Gandhi memorial College, Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 15-09-2023**

**Circular**

IQAC meeting is scheduled on 15<sup>th</sup> September/2023 Smart Class Room 1 at 01.30 PM to discuss the following agenda.

**Minutes/Agenda:**

1. Affirmation of the resolution of the last meeting
2. Discussion on the introduction of the certificate course and computer course.
3. Misc.



SL. No	Name	Portfolio	Remarks
1	Dr. Zahurul Islam	Principal	
2	Sofique Uz Zaman	Coordinator	
3	Abdul Kalam Azad	Member	
4	Dr. Abdus Sobur	Member	
5	Abdul Maleque	Member	
6	Abu Bakkar Siddique	Member	
7	Akter Hussain	Member	
8	Abdur Rezzak	Member	
9	Zahangir Alom	Member	
10	Shahidur Rahman	Member	
11	Jahirul Islam	Member	
12	Ruzena Khatun	Member	
13	Rofiqul Islam	Member	
14	Dr. Abu Bakkar Siddique	Member	
15	Dr. Fazar Ali	Member	
16	Dr. Sofiur Rahman	Member	
17	Ayub Khan	Member	

18	Mahor Ali Mondal	Member	
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**Action Taken report.**

The house decided to introduce certificate course within 2 months.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal  
 Rajiv Gandhi Memorial College  
 Lengtisinga

**RAJIV GANDHI MEMORIAL COLLEGE, LENGTISINGA**

**DIST: BONGAIGAON (ASSAM)-783384**

**Date: 19-10-2023**

**Circular**

IQAC meeting is scheduled on 19<sup>th</sup> October/2023 Smart Class Room 1 at 01.30 PM to discuss the following agenda.

**Minutes/Agenda:**


1. Affirmation of the resolution of the last meeting
2. Discussion on the progress of preparation work of seven criteria.
3. Formation of Entrepreneurship Dev Cell
4. Formation of incubation Centre.
5. Preparation of Self Appraisal report.

SL. No	Name	Portfolio	Remarks
1	Dr. Zahurul Islam	Principal	
2	Sofique Uz Zaman	Coordinator	
3	Abdul Kalam Azad	Member	
4	Akter Hussain	Member	
5	Zahangir Alom	Member	
6	Reeta Sarma	Member	
7	Dr. Lily Das	Member	
8	Abdul Maleque	Member	
9	Dr. Sofiur Rahman	Member	
10	Rofiqul Islam	Member	
11	Jahirul Islam	Member	
12	Dr. Abdus Sobur	Member	
13	Abdur Rashid	Member	
14	Shahidur Rahman	Member	
15	Bellal Hussain	Member	
16	Abdur Rezzak	Member	

17	Dr. Fazar Ali	Member	
18	Md. Saidul Islam	Member	

#### **Action Taken report.**

1. The college Introduce certificate course on English & Arabic Spoken, financial literacy, computer, Beautician, knitting and cutting, fishery.
2. The college formed Entrepreneurship development Cell with Mr. Zahangir Alom and Dr. Sadullah Dewan both are Asstt. Prof. as the joint convener with four other faculty members.
3. The college formed incubation Centre with Mr. Bellal Hussain as Convener and other four members.

  
 Chairman / Co-ordinator  
 Internal Quality Assurance Cell  
 Rajiv Gandhi Memorial  
 College, Lengtisinga

  
 Principal  
 Rajiv Gandhi Memorial College  
 Lengtisinga