

## Meeting of ISAC held in 10/05/2013 -

### Members Present:

- 1.
2. Nirmali Medhi
3. ~~J.~~
4. Jagan Thakur -
5. Bandana Nabis Das -
6. Nitali Goswami
7. Nilakhee B. Ghosh
8. Sujin Berman.
9. AUB -
10. Heetish Sengupta -
11. D. Kumar. -
12. Binoy Bar. - Nath -
13. Nitya. -
14. Rajib Das -

### Meeting Agenda -

- 1) To prepare a 5yr. Plan of Action for college development.

The meeting started with Nirmali Medhi as the chairperson and Vice Principal of the College.

The meeting discussed about a perspective plan of the College on Academic, Class room, Library, Infrastructure Examination, Extension and Governance.

Convener Academic Committee suggested that All departments to be upgraded to PG department and General Course subject will introduce Major Course within next 5 years.

Dr. B.N. Das, suggested increase in Research and Development facility with permission for Research Laboratory / Dept. from affiliating University.

Mamash Gogoi suggested that new Courses on soft skills be introduced to create employability like Journalism & Mass Communication and NCVT approved short term Courses. It also suggested

to introduce Commerce stream in the College in evening shift.

Dr. B.N. Das suggested that College may take steps to develop a centre of Performing Art to give training to the students on Music, Drama, Dance, Photography etc.

The members suggested that college will take up steps to develop infrastructure in both class room and laboratories.

All class rooms needs changes of old desk benches with new desk bench with steel frames (Godrej).

It was envisaged that present day home may be renovated to accommodate more space.

All large class room be provided with good PA system with Cordless microphone.

The Library, Convener, suggested that present library to be upgraded to facilitate the research scholars with introduction of Xerox for student and staff.

one Institutional repository and Archive be taken up to store all valuable documents for future use and also a digital library to be develop in present library.

All members present in the meeting agreed upon that a new gate (Entrance) and boundary wall need to be reconstructed.

It was also suggested that top floor of the library and Arts block be constructed to develop more nos. of class-rooms.

The college should develop a health centre to provide medical facility to student + staff.

Regarding Examination reforms the present Examination  
Convenor, suggested that Creation of a separate Examina-  
tion Cell for proper administrative matters of  
examination related issues.

Further, the examination issues be governed by  
the regulation of Semester system.

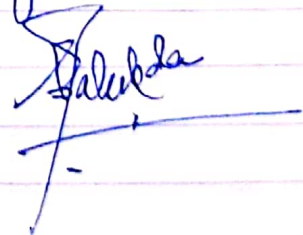
It is suggested by members in the meeting  
that, to create a data base of students, Computerization  
of all examination record be done at an early date.  
The Convenor Examination Committee urges to equip the  
examination branch with a Scan & xerox machine.

The Convenor, Extension and NSS activities, pointed  
out that social activities to be strengthened and an  
additional village be adopted for developing into  
a model village.

All members suggested that a draft plan for  
five years be prepared and submitted to principal  
for necessary action.

Draft be prepared by IGAC.

Meeting ended with vote of thanks.



1) Draft copies attached —

DRAFT

The inputs received in the meeting held on 10-05-2013 for vision of the college:

## Vision Plan 2013-2018 Handique Girls' College

### Academic Initiatives:

It is envisaged that the college take a definite vision focus and to relate the vision accordingly to the courses needed.

1. All departments to be upgraded to Post-graduate departments phasewise.
  2. Subjects without Major to be upgraded to Major courses within next five years.
  3. Handique Girls' College to be developed to a Research and Development Institute by the next ten years and the infrastructure should be created within this period.
  4. College would take measures to introduce new Streams and Branches including professional courses in different fields within ten years duration.
  5. The college will take up efforts to convert Handique Girls' College into a Women's University.
  6. New Courses, add on courses, like Soft Skills for Employability and short term Courses based on modular employable skills to be taken up. CAREER ORIENTED COURSE in JOURNALISM & MASS COMMUNICATION ,NCVT APPROVED SHORT TERM COURSE
  7. To introduce or revive Existing or new career oriented courses.
  8. College will take up initiative to introduce Commerce Stream in the evening shift.
  9. H.S. Classes to be preponed to 7-30 A.M. to give space to the post graduate classes and separate teacher be employed for H.S. classes.
  10. College will initiate steps to develop one Centre of Performing Arts which will include Music, Drama, Painting, Dance, Photography etc.
- 2. Improvement of existing Classrooms;**
1. The college will take up steps to develop infrastructure in both the class rooms and the laboratories.
  2. Expansion of the present Day Home to accommodate more space.
  3. All class room to be converted to smart class room. Presently each Department to be provided with one smart classroom.
  4. The Desk and Benches of all class room to be replaced with better ones. Steps may taken to replace with steel frame ones.
  5. All Large sized Classrooms should be provided with good quality PA system (with preferably cordless Microphone)

### Library Development:

1. Institutional Repositories and Archive
2. Digital Library to be develops in a separate floor at the present library.
3. Installation of A/C in Reading Hall
4. Introduction of Xerox facilities for students / staff.
5. The present library should be upgraded to facilitate access to the Research Scholar from different parts of the state .

### **Improvement of the College Campus: Infrastructure Development;**

1. A broader Gate,( Entrance gate) and the boundary wall of the college need to be constructed.
2. The top floor of the present arts building can be roofed with light- weight materials to accommodate class room; recreational rooms etc. subject to technical clearance.
- 3The front building (Hall-A and B) to be reconstructed to give way to a multi-storeyed building to accommodate class rooms, office, and also an Auditorium.
- 4.The place used by present Canteen can be structured with a 4-/5 storied building for more class rooms.
5. Present Library to be provided with another floor to develop digital library and the archive.
6. College to establish a Health Centre to provide Medical facility to the students and staff.

### **Examination Reforms:**

1. A separate examination cell to be created for the administrative matter of examination related issues.
2. All examination related issues to be governed by the regulation for semester system of Gauhati University Viz. Attendance, sessional examination etc.
3. The Student drop out rate of the college to be monitored by involving Statistics, Computer Sc Department with Admission & Examination Committee.
4. Computerisation of All Examination records
5. Creating Database of Students
6. The examination cell to be equipped with a Xerox and print equipment.

### **Extra Curricular:**

1. College to take more initiative for extra curricular activities such as students exchange programmes, between the states, nationally and internationally.
2. Community Development / Social Welfare activities to be strengthened and additional village should be adopted for developing into Model Village.

### **Governance:**

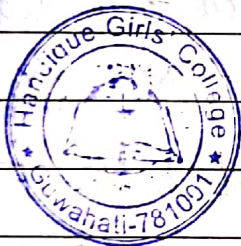
- 1.The college to take up proper administrative human resource development measures in order to give a good governance.

The points included here are only the inputs of the members present in the meeting held on 10-05 2013 which needs further inclusion and modification.

## Action taken during 2013-14

1. New class room constructions, taken up and Completed. one P.G. class room for Assamese (Under UGC-CPE scheme), New students common room, and four new class-room above library has been Completed.
2. The process for construction of Psychology and Microbiology has been started.
3. Five new rooms in hostel have been completed.
4. Modernization of class-room with one lumen visualizer and ceiling mounted LCD projector - 3 Nos. for ICT facilities. with fund from CPE.
5. Laboratories have been equipped with FTIR spectrophotometer, Laminar air flow with bio-safety control, Gel Doc system, Horizontal electrophoresis, Gradient thermal cycler etc.
6. P.G. Courses in Assamese started, Permission for Botany and Zoology (inspection Completed), applied for P.G. Chemistry is in progress. Chemistry department has been granted permission for research laboratories for Ph.D. work.
7. Examination Branch have been provided with new Xerox machine.
8. Two nos. of teachers led students projects have been Completed.
9. 3 Nos. of workshops for students, 2 Nos. National Seminar and 1 Nos. Certificate course on gender studies carried out.
10. An environmental initiative <sup>PG</sup> Green Guwahati - Clean Guwahati along with solid waste management has been taken up under UGC-CPE scheme.
11. Extension activities taken up as donation of Books to adopted village, Organization of Flood relief camp, school adoption at Uzan Bazar Girls' High School etc.
12. Initiative taken during Platinum Jubilee activities.

- a. Publication of a book 'Spectrum' b. talk delivered by Patricia Mukhim on 'Future direction of Women Education in Assam' c. talk on "legal Issues" by Priya Hingorani d. Release of a postal stamp envelope by Indian postal dept. e. Inauguration of College Gate by Minister of PWD, Assam.



Forwarded.

*Dutta*

Principal  
Handique Girls College  
Guwahati-781001

*[Signature]*  
Co-ordinator IBAC