



OFFICE OF THE PRINCIPAL
KHAGARIJAN COLLEGE

P.O : Chotahaibor, Nagaon(Assam), PIN:-782003

ESTD: 1972

Office-03672-230085, Mobile:9864403390, 8638726781

E-mail:khagarijancollege1@gmail.com

Ref.No :-

Date: - 21/01/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary



INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM

NOTICE

All the members of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, are hereby informed that a meeting will be held on 25/01/2023 in the Teachers Common Room at 2.30 P.M. to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 19-09-2022
2. Discussion on completion of the action taken plan for the session 2022-23
3. Discussion on Curriculum Enrichment and Remedial Classes.

Venue: Teachers Common Room

Time: 2.30 PM

(Dr. Ramesh Nath)
Principal
Khagarijan College
Nagaon, Assam

Principal
Khagarijan College
Nagaon (Assam)



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E-mail:khagarijancollege1@gmail.com

Ref.No :-

Date: - 25/01/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary



ACTION TAKEN REPORT
MEETING DATE: - 25/01/2023

The following action has been taken on the resolutions adopted in the meeting dated 25/01/2023

Sl. No.	Agenda	Resolutions
01	Read & Confirmation of the previous meeting dated. 19/09/2022	The Minutes of the previous meeting dated 19/09/2022 after the short discussion has been adopted and approved unanimously.
02	Agenda: 02 Discussion on Completion of Action Plan for the session 2022-2023	The action plan for the session 2022-2023 was successfully implemented. Each department submitted detailed reports on the completion of academic, co-curricular, and administrative tasks, ensuring alignment with institutional goals and NAAC quality standards.
03	Agenda: 03 Discussion on Curriculum Enrichment and Remedial Classes	Curriculum enrichment initiatives such as workshops, seminars, and additional learning resources were introduced. Remedial classes were organized for students needing extra support, the faculty members were assigned to conduct these sessions regularly, and monitoring mechanisms were implemented.

Principal
Khagarijan College
Nagaon, Assam



IQAC MEETING:2022-2023 SESSION

DATE: 25/01/2023

A meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, is held on 25/01/2023 in the Teachers Common Room at 2.30 P.M. under the chairmanship of Dr. Ramesh Nath, Chairman, IQAC, and the Principal of the College, to discuss the following agenda: -

Agenda:

- Read and confirmation of the previous meeting held on 19-09-2022
- Discussion on completion of the action taken plan for the session 2022-23
- Discussion on Curriculum Enrichment and Remedial Classes.

Venue: Teachers Common Room

Time: 2.30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rames war Kurmi, Assistant Professor, History	Co-Ordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Co-Ordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Education		
Mr. Rayhanul Ahmed, HoD, History		
Mr. Mainul Hoque Akanda, HoD, Political science		
Mrs. Umme Salma, HoD, Economics		
Mr. Ashraful Alom Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body	Management Representative	
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	
Dr. Roselin Jahan, Rtd. Associate Professor, Nowgaong College	Local Member	
Mr. Nayan Jyoti Ghosh	Alumni Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Mr. Pramesh Bodo, Student, UG	Student Member UG	
Miss Madhusmita Das, Student, PG	Student Member PG	

MINUTES OF THE MEETING



The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath and the members of the Committee present in the meeting. Thereafter, he explains the aims and objectives of the meeting to the members and elaborate the action taken on the resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After a long and detailed discussion on agendas 1 to 4 the following discussion has been adopted for implementation.

Agenda	Resolution
Read and confirmation of the previous meeting held on 19-09-2022	The Minutes of the previous meetings i.e. 19-09-2022 were read out by the coordinator Dr. Rameswar Kurmi.
Agenda No. 01 Discussion on completion of the Action Plan taken for the session 2022-23	It is resolved that the remaining plans should fulfilled.
Agenda No. 02 Discussion on syllabus of 2 nd , 4 th , and 6 th semester 2023	The meeting resolved that as the even semester has a very tight schedule all the HoD's must complete their syllabus within time. In the departments that have project paper, students should complete their project on time. Hod's should appoint guide teacher within a week.
Agenda No. 03 Discussion on Curriculum Enrichment and Remedial Classes.	The meeting resolved the undermined activities to be followed by all the departments for the entire semester <ol style="list-style-type: none">1. All departments will identify the Advance and slow learners from amongst the newcomers and initiative be taken for their improvement.2. Meeting resolved that to initiate a new practice for the betterment of the students via Go to Library and Meet the Community.3. Plan to host the Inter-Department Quiz Competition, Inter-Department Debate Competition, and Inter-Department Volleyball Competition as part of the skill development of the students

**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**



A general meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam is held on 19/06/2023 at Teachers Common Room at 2:30 P.M. under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC and Principal of the College to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 25-01-2023.
2. Discussion on academic curricular Enrichment
3. Discussion on preparation of prospectus and new admission.
4. Discussion on daily time table preparation.
5. Discussion on SSR preparation

Venue: Teachers Common Room

Time: 2:30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameshwar Kurmi, Assistant Professor, History	Coordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Coordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Education		
Mr. Rayhanul Ahmed, HoD, History		
Mr. Mainul Hoque Akanda, HoD, Political science		
Mrs. Umme Salma, HoD, Economics		
Mr. Ashraful Alom Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	
Dr. Roselin Jahan, Rtd. Associate Professor, Nowgong College	Local Member	
Mr. Nayan Jyoti Ghosh	Alumni Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Mr. Pramesh Bodo, Student, UG	Student Member UG	
Miss Madhusmita Das, Student, PG	Student Member PG	



The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath and the members of the Committee present in the meeting. Thereafter, he explain the aims and objectives of the meeting to the members and elaborate the action taken on thee resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After s long and detailed discussion on agendas 1 to 5 the following discussion has been adopted for implementation.

Agenda	Resolution
Agenda 01 Read and confirmation of the previous meeting held on 25-01-2023	The Minutes of the previous meetings i.e. 25-01-2023 was read out by the coordinator Dr. Rameswar Kurmi.
Agenda: 02 Discussion on academic curricular Enrichment	It is resolved that the Academic Committee decided unanimously to display the class routine and conduct some academic activities like an orientation program and others as per the existing curriculum designed and developed by the Parent University.
Agenda: 03 Discussion on preparation of prospectus and new admission.	For the new session (2023-24) smooth conducting of admission a prospectus committee will be formed for preparing prospectus. An admission committee was formed for smooth conducting of the admission.
Agenda: 04 Discussion on daily time table preparation.	For the smooth conduction of the classes from the new session discussion on preparation of the time table and the work load was held. A routine preparation committee will be formed.
Agenda: 05 Discussion on SSR preparation	It has been decided that the coordinator of IQAC will take necessary steps for preparing SSS within time frame

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Ref.No :-

Date: - 19/06/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary



ACTION TAKEN REPORT

MEETING DATE: - 19/06/2023

The following action has been taken on the resolutions adopted in the meeting dated 19/06/2023

Sl. No.	Agenda	Resolutions
01	Read & Confirmation of the previous meeting dated. 25/01/2023	The Minutes of the previous meeting dated 25/01/2023 after the short discussion has been adopted and approved unanimously.
02	Agenda: 02 Discussion on Academic Curricular Enrichment	The existing curriculum was reviewed by the Committee and Add-on, Certificate, and skill-based courses were introduced.
03	Agenda: 03 Discussion on the preparation of the prospectus and new admission	The admission committee finalized the prospectus layout and content, ensuring all relevant information regarding programs, fee structure, and admission guidelines were clearly outlined.
04	Agenda: 04 Discussion on SSR Preparation	The Criterion In-Charges were entrusted to prepare and submit the SSR within the period.

Principal
Khagarijan College
Nagaon, Assam

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1. Read and confirmation of the previous meeting held on 25-01-2023.
2. Discussion on academic curricular Enrichment
3. Discussion on preparation of prospectus and new admission.
4. Discussion on daily time table preparation.
5. Discussion on SSR preparation

Venue: Teachers Common Room

Time: 2:30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Assistant Professor, History	Coordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Coordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Education		
Mr. Rayhanul Ahmed, HoD, History		
Mr. Mainul Hoque Akanda, HoD, Political science		
Mrs. Umme Salma, HoD, Economics		
Mr. Ashraful Alom Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	
Dr. Roselin Jahan, Rtd. Associate Professor, Nowgong College	Local Member	
Mr. Nayan Jyoti Ghosh	Alumni Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Mr. Pramesh Bodo, Student, UG	Student Member UG	
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The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath and the members of the Committee present in the meeting. Thereafter, he explain the aims and objectives of the meeting to the members and elaborate the action taken on thee resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After s long and detailed discussion on agendas 1 to 5 the following discussion has been adopted for implementation.

Agenda	Resolution
Agenda 01 Read and confirmation of the previous meeting held on 25-01-2023	The Minutes of the previous meetings i.e. 25-01-2023 was read out by the coordinator Dr. Rameswar Kurmi.
Agenda: 02 Discussion on academic curricular Enrichment	It is resolved that the Academic Committee decided unanimously to display the class routine and conduct some academic activities like an orientation program and others as per the existing curriculum designed and developed by the Parent University.
Agenda: 03 Discussion on preparation of prospectus and new admission.	For the new session (2023-24) smooth conducting of admission a prospectus committee will be formed for preparing prospectus. An admission committee was formed for smooth conducting of the admission.
Agenda: 04 Discussion on daily time table preparation.	For the smooth conduction of the classes from the new session discussion on preparation of the time table and the work load was held. A routine preparation committee will be formed.
Agenda: 05 Discussion on SSR preparation	It has been decided that the coordinator of IQAC will take necessary steps for preparing SSS within time frame

**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**



A general meeting of the members of Internal Quality Assurance Cell and the Academic Committee, Khagarijan College, Nagaon, Assam is held on 03/08/2023 at Teachers Common Room at 2.30 P.M. to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 19-06-2023
2. Discussion on NEP 2020 GUFYUGP Course outline.
3. Discussion on Advanced and slow learners.
4. Discussion on the Master timetable for the session 2023-24.
5. Others

Venue: Teachers Common Room

Time: 2:30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Assistant Professor, History	Co-Ordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Co-Ordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Education		
Mr. Rayhanul Ahmed, HoD, History		
Mr. Mainul Hoque Akanda, HoD, Political science		
Mrs. Umme Salma, HoD, Economics		
Mr. Ashraful Alom Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	
Dr. Roselin Jahan, Rtd. Associate Professor, Nowgong College	Local Member	
Mr. Nayan Jyoti Ghosh	Alumni Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Mr. Pramesh Bodo, Student, UG	Student Member UG	
Miss Madhusmita Das, Student, PG	Student Member PG	



The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath, and the members of the Committee present in the meeting. Thereafter, he explains the aims and objectives of the meeting to the members and elaborates the action taken on the resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After a long and detailed discussion on agendas 1 to 5 the following discussion has been adopted for implementation.

Agenda	Resolution
Read and confirmation of the previous meeting held on 19-06-2023	The Minutes of the previous meetings i.e. 19-06-2023 were read out by the coordinator Dr. Rameswar Kurmi.
Discussion on NEP 2020 GUFYUGP Course outline.	It is resolved that the SEC paper for semester I be selected department-wise from the SEC list provided by the parent university. For the MDC paper Basic Commerce and Management for all students, Environmental Studies as the VAC paper. It is resolved that a batch-wise course orientation program be organized by each department. It is resolved that students are encouraged to enroll in MOOCS and SWAYAM Courses.
Discussion on Advanced and slow learners	It is resolved that every department will organize a written test/ group discussion for identifying the advanced and slow learners. It is resolved that the department will prepare a report of slow and advanced learners, and university examination results.
Discussion on the master time table for the session 2023-24.	It is resolved that remedial and Add-on courses in the master timetable. It is resolved that major papers will be given more preference than minor papers.



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E-mail:khagarijancollege1@gmail.com

Ref.No :-

Date: - 03/08/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary




ACTION TAKEN REPORT

MEETING DATE: - 03/08/2023

The following action has been taken on the resolutions adopted in the meeting dated 03/08/2023

Sl. No.	Agenda	Resolutions
01	Read & Confirmation of the previous meeting dated. 19/06/2023	The Minutes of the previous meeting dated 19/06/2023 after the short discussion have been adopted and approved unanimously.
02	Agenda: 02 Discussion on NEP 2020 GUFYUGP Course outline	In the meeting, the resolution has been taken unanimously to finalize the course outline for the GUFYUGP under NEP 2020 and distributed to all departments for implementation in the upcoming academic session.
03	Agenda: 03 Discussion on Advanced and Slow Learners	All the Departments conducted tests to identify the Advanced and slow learners and prepared remedial support for slow learners.
04	Agenda:04 Discussion on Master Timetable for the session 2023-2024.	The master timetable for the session 2023-2024 was finalized, approved, and circulated to all departments.


Principal
Khagarijan College
Nagaon, Assam

**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**



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3. Discussion on Advanced and slow learners.
4. Discussion on the Master timetable for the session 2023-24.
5. Others

Venue: Teachers Common Room

Time: 2:30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
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Dr. Rameswar Kurmi, Assistant Professor, History	Co-Ordinator	
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The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath, and the members of the Committee present in the meeting. Thereafter, he explains the aims and objectives of the meeting to the members and elaborates the action taken on the resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After a long and detailed discussion on agendas 1 to 5 the following discussion has been adopted for implementation.

Agenda	Resolution
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Discussion on NEP 2020 GUFYUGP Course outline.	It is resolved that the SEC paper for semester 1 be selected department-wise from the SEC list provided by the parent university. For the MDC paper Basic Commerce and Management for all students, Environmental Studies as the VAC paper. It is resolved that a batch-wise course orientation program be organized by each department. It is resolved that students are encouraged to enroll in MOOCS and SWAYAM Courses.
Discussion on Advanced and slow learners	It is resolved that every department will organize a written test/ group discussion for identifying the advanced and slow learners. It is resolved that the department will prepare a report of slow and advanced learners, and university examination results.
Discussion on the master time table for the session 2023-24.	It is resolved that remedial and Add-on courses in the master timetable. It is resolved that major papers will be given more preference than minor papers.



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Ref.No :-

Date: - 03/10/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary

INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM



NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on 06/10/2023 at Teachers Common Room at 2.30 P.M. to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 03-08-2023.
2. Discussion on the NAAC Peer team visit.
3. Discussion on preparation of the Golden Jubilee closing ceremony.

Venue: Teachers Common Room

Time: 2.30 PM

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

Principal

Khagarijan College

Nagaon (Assam)

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Ref.No :-

Date: - 06/10/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary




ACTION TAKEN REPORT

MEETING DATE: - 06/10/2023

The following action has been taken on the resolutions adopted in the meeting dated 06/10/2023

Sl. No.	Agenda	Resolutions
01	Read & Confirmation of the previous meeting dated. 03/08/2023	The Minutes of the previous meeting dated 03/08/2023 after the short discussion has been adopted and approved unanimously.
02	Agenda: 02 Discussion on the NAAC Peer Team visit	It has been decided to initiate all necessary steps and preparations as outlined in the minutes, ensuring that each department adheres to the prescribed NAAC guidelines in preparation for the Peer Team visit.
03	Agenda: 03 Discussion on the preparation of the Golden Jubilee Closing ceremony	The committee resolved to ensure the timely and effective execution of the Golden Jubilee Closing Ceremony.


Principal
Khagarijan College
Nagaon, Assam



**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**

A general meeting of the members of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, is held on 06/10/2023 at Teachers Common Room at 2.30 P.M. to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 03-08-2023.
2. Discussion on the NAAC Peer team visit.
3. Discussion on preparation of the Golden Jubilee closing ceremony.

Venue: Teachers Common Room

Time: 2.30 PM

IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rames war Kurmi, Assistant Professor, History	Co-Ordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Co-Ordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
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Mrs. Umme Salma, HoD, Economics		
Mr. Ashraful Alom Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	
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Mr. Pramesh Bodo, Student, UG	Student Member UG	
Miss Madhusmita Das, Student, PG	Student Member PG	



The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagariyan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath, and the members of the Committee present in the meeting. Thereafter, he explains the aims and objectives of the meeting to the members and elaborates the action taken on the resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting.

After so long and detailed discussion on agendas 1 to 3, the following discussion has been adopted for implementation.

Agenda	Resolution
Read and confirmation of the previous meeting held on 03-08-2023.	The Minutes of the previous meetings i.e. 03-08-2023 were read out by the coordinator Dr. Rameswar Kurmi.
Discussion on NAAC Peer team visit.	The planning of the NAAC Peer team visit scheduled for October 12 and 13, 2023, is discussed. All activities required for the NAAC visit may be taken by the Principal and the IQAC Coordinator.
Discussion on the preparation of the Golden Jubilee closing ceremony.	The Golden Jubilee's closing ceremony is scheduled for November 4 and 5, 2023. The reception committee will be entrusted to ensure the program is organized well.



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Ref.No :-

Date: - 21/12/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary

**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**

NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on 23/12/2023 at Teachers Common Room at 2:30 P.M. to discuss the following agenda: -

Agenda:

1. Read and confirmation of the previous meeting held on 06/10/2023
2. Discussion on the NAAC Peer team report.
3. Discussion about College Week.
4. Discussion about the SWAYAM-NEPTL local chapter.
5. Discussion about AQAR

Venue: Teachers Common Room

Time: 2:30 PM

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

Principal

Khagarijan College

Nagaon, Assam



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Ref.No :-

Date: - 23/12/2023

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary



ACTION TAKEN REPORT

MEETING DATE: - 23/12/2023

The following action has been taken on the resolutions adopted in the meeting dated 23/12/2023

Sl. No.	Agenda	Resolutions
01	Read & Confirmation of the previous meeting dated. 06/10/2023	The Minutes of the previous meeting dated 06/10/2023 after the short discussion have been adopted and approved unanimously.
02	Agenda: 02 Discussion on NAAC Peer Team Report	A detailed review of the NAAC Peer Team Report was conducted and the Key recommendations and suggestions were discussed with faculty and administrative members.
03	Agenda: 03 Discussion about College Week	The College Week schedule was finalized and approved by the faculty. The Various Committees and In-charge were entrusted to oversee cultural, sports, and academic events.
04	Agenda: 04 Discussion about the SWAYAM-NEPTL Local Chapter	SWAYAM-NPTEL Local Chapter enrollment drive was initiated amongst the students and faculty. Ms. Maitreyee Dutta, Assistant Professor as Coordinator was appointed to oversee registrations and manage the courses offered. The faculty members of every Department were encouraged to mentor students enrolled in NPTEL courses.
05	Agenda: 05 Discussion about AQAR	The process of collecting data for the AQAR report was discussed, and the Criterion In-Charges were allocated for the 7 Criteria.

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Principal
Khagarijan College
Nagaon, Assam

**INTERNAL QUALITY ASSURANCE CELL
KHAGARIJAN COLLEGE, NAGAON, ASSAM**

A general meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam is held on 23/12/2024 at Teachers Common Room at 2:30 P.M. to discuss the following agenda:

Agenda:

1. Read and confirmation of the previous meeting held on 06/10/2023
2. Discussion on the NAAC Peer team report.
3. Discussion about College Week.
4. Discussion about the SWAYAM-NEPTL local chapter.
5. Discussion about AQAR

Venue: Teachers Common Room

Time: 2:30 PM



IQAC members and faculty present in the meeting

Name	Position head	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rames war Kurmi, Assistant Professor, History	Co-Ordinator	
Ms. Rupali Talukdar, Assistant Professor, Economics	Asst Co-Ordinator	
Dr. Jonaram Nath, Vice Principal, HoD, Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Education		
Mr. Rayhanul Ahmed, HoD, History		
Mr. Mainul Hoque Akanda, HoD, Political science		
Mrs. Umme Salma, HoD, Economics		
Mr. Ashraf Alom Choudhury, HoD, English		



Dr. Dilip Sarmah, President, Governing Body	Management Representative	<i>[Signature]</i>
Mr. Digen Chandra Bora, Head Clerk (UDA)	Administrative Representative	A
Dr. Roselin Jahan, Rtd. Associate Professor, Nowgong College	Local Member	<i>[Signature]</i>
Mr. Nayan Jyoti Ghosh	Alumni Member	<i>[Signature]</i>
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	NM
Mr. Pramesh Bodo, Student, UG	Student Member UG	Pramesh Bodo
Miss Madhusmita Das, Student, PG	Student Member PG	MDas

The meeting was anchored by Dr. Rameshwar Kurmi, Co-Ordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath and the members of the Committee present in the meeting. Thereafter, he explains the aims and objectives of the meeting to the members and elaborate the action taken on the resolutions of the last meeting. He earnestly requested the members to give valuable suggestions and guidance on the agenda placed for today's meeting. After so long and detailed discussion on agendas 1 to 5 the following discussion has been adopted for implementation.

Agenda	Resolution
Read and confirmation of the previous meeting held on 06/10/2023	The Minutes of the previous meetings i.e 06/10/2023 was read out by the coordinator Dr. Rameswar Kurmi.
Discussion on NAAC Peer team report.	It is discussed about the NAAC Peer team report and decided to implement all the recommendation of Peer team.
Discussion about College Week.	It is discussed about the importance of co-curricular activities of students and various type of sports; activities are introduced in upcoming college week.
Discussion about SWAYAM-NEPTL local chapter.	It is discussed about the importance of SWAYAM-NEPTL Local chapter and Principal is authorized to take necessary action.
Discussion about AQAR	It is discussed about the AQAR submission of 2022-23. The IQAC Coordinator is authorized to take necessary action.