



OFFICE OF THE PRINCIPAL

KHAGARIJAN COLLEGE

P. O.:- CHOTAHAIBAR
NAGAON :: ASOM, PIN :- 782003
ESTD. :- 1972

Office - 237480
99541-06633 (M)

Ref. No.....

Date.. 03/06/2017

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE



IQAC Meeting

NOTICE

All the respected members of the Internal Quality Assurance Cell are hereby informed that a meeting will be held on 05-06-2017 at Teachers' Common Room at 11-30 A.M. to discuss the following agenda.

Agenda:

1. Read and Confirmation of the proceedings of the previous meeting.
2. Plan of Action for the Session 2017-2018.
3. Academic Discussion

Venue: Teachers' Common Room

Time: 11.30 A.M

Principal
Khagarijan College

**Principal
Khagarijan College
Nagaon : Assam**



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P. O.:- CHOTAHAIBAR
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Ref. No.....

Date... 05/06/2017

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

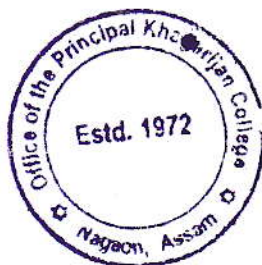
IQAC Meeting: Session: 2017-2018

A meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam is held on 05-06-2017 at 11.30 A.M. at Teachers' Common Room under the presidentship of Dr. Sagar Boruah, chairman, IQAC and the Principal of the college to discuss the following Agenda:

Agenda:

1. Read and Confirmation of the proceedings of the previous meeting.
2. Plan of Action for the Session 2017-2018.
3. Academic Discussion

Name & Designation of the Members	Position held in IQAC	Signature
Dr. Sagar Boruah, Principal	Chairperson	
Prof. Abdul Salam, Associate Prof. Economics	Coordinator	
Raihanul Ahmed, HoD, History	Assistant Coordinator	
Dr. Jonaram Nath, Associate Prof. Assamese	Teacher Representative	
Chow Kotong Lungking, Asstt. Prof. Education		
Selima Sultana Khandaka, HoD, Economics		
Dr. Kabita Goswami, HoD, Assamese		
Prof. Niva Saikia, HoD, Pol. Science		
Mainul Hoque Akanda, Asstt. Prof. Pol. Science		
Sri Biren Bora, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, UDA, khagarijan College	Administrative Representative	
Mr. lalit Dutta, ACE, Irrigation Deptt. Nagaon		



Prof. Amarendra nath Sharma	Local member	<i>Amarendra</i>
Mr. Nabarun Mishra	Industry Member	<i>Nobarun Mishra</i>
Mr. Sikandar Ali	Alumni Representative	<i>SALI</i>
President, Khagarijan College Student Association	Student Rep. UG	<i>K. Borah</i>
Minakshi Bora	Student Rep. PG	<i>MBora</i>

[Signature]
**Principal
 Khagarijan College
 Nagaon : Assam**





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Ref. No.....

Date...05/06/2017...

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal
KHAGARIJAN COLLEGE

Minutes of the Meeting

Date: 05-06-2017

The Chairperson of the Internal Quality Assurance Cell, Dr. Sagar Baruah, Chaired the meeting and Prof. Abdul Salam, Associate Professor, Economics and the Coordinator of IQAC address the respected members of the committee and explained the objectives and agenda of the meeting. In the meeting, the following decision has been taken for the session 2017-2018:-

Sl.No.	Agenda	Resolutions
01	Read & Confirmation of the resolutions meeting held on 06-05-2017	The Minutes of the meeting dated 06-05-2017 is read out by Prof. Abdul Salam and open for discussion. After a prolonged discussion and with some minor modifications the Minutes of the previous meeting has been adopted and approved unanimously.
02	Plan of Action for the Session 2017-2018	The members of the Internal Quality Assurance Cell after a long discussion the following decision has been taken as the Plan of Action to be implemented in 2017-2018 Academic Session.
		The meeting decided to appeal to the Department of Assamese, Gauhati University, for enhancing the Seat capacity of Post Graduate Department of the College from Twenty (20) to Twenty Five (25) from the next academic session.
		The members of the meeting resolved to complete the construction process of the UGC Funded Sports Hostel by the end of the academic session.
		The members of the meeting unanimously resolved that to improve the IT facilities the size of the Computers and Wi-Fi connectivity to be increased from the present strength.
		The members plan to purchase books for Central Library and the Departmental Library.
		The meeting decided to increase the ICT enabled classroom facilities for betterment of Teaching-Learning system.



	Plan of Action for the Session 2017-2018	<p>The Committee again discussed about the NAAC Peer Team Report where it was emphasized about Tree Plantation. Hence, the committee decided to adopt a series of plantation programme within the academic session.</p> <p>Plan to get Financial support for Campus maintenance from external sources.</p> <p>Plan to monitor the student Progression to different avenues.</p> <p>Plan to have a strategy development for Faculty Development.</p>
03	Academic Discussion	<p>In the meeting, the members of the Committee resolved the following decisions for the improvement of Academic Issues:</p> <p>The Committee decided to formalize the Slow & Advanced Learners and accordingly the mechanisms to be followed for both the categories.</p> <p>The Internal Quality Assurance Cell members decided to more formalized system of Feedback collection, analysis, and adoption of follow-up action.</p> <p>Plan to focus on more ICT based teaching-learning system.</p> <p>Plan to encourage the Faculty members for pursuing PhD and other research activities.</p> <p>Plan to formalized grievance related to the Internal assessment system for betterment of the students.</p> <p>Plan to introduce a policy document in conducting the Internal Assessment System as per the direction of the Parent University.</p>



[Handwritten Signature]

Principal

Khagarijan College

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Nagaon : Assam**



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Date..05/06/2017..

From :

Dr. Sagar Baruah, M.A.; Ph.D.

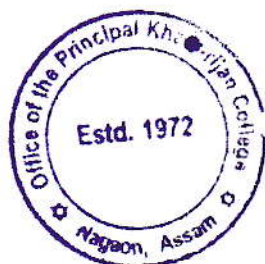
Principal

KHAGARIJAN COLLEGE

ACTION TAKEN REPORT

Meeting Date: 05-06-2017

Sl. No.	Agenda	Action Taken
01	Read & Confirmation of the resolutions meeting held on 06-05-2017	The Minutes of the Previous meeting dated 06-05-2017, after discussion has been adopted and approved unanimously.
02	Plan of Action for the Session 2017-2018	<p>The members of the Purchase Committee are informed to discuss about the fund position with the principal and Head Clerk to move on the decision.</p> <p>The Construction and the Purchase Committee are empowered to look into the decision of IQAC and accordingly they have to develop the strategy for increasing Wi-Fi connectivity. It is also their responsibility to plan for purchasing books for central and departmental library and to increase the size of ICT enabled classrooms.</p> <p>The Departmental of Environmental Studies and the Students Association of the college are entrusted the responsibility for developing a green campus initiatives in the college.</p> <p>The Internal Quality Assurance Cell entrusted the responsibility for the proper record of the student progression.</p> <p>As per the resolution of the meeting, it is decided that Internal Quality assurance Cell ask the Faculty members to pursue in FDP/STC/IP/OC etc. as needed according to them.</p>
03	Plan of Action for the Session 2017-2018	<p>The HoDs of respective departments are advised to follow the guidelines of Gauhati University and the mechanisms developed by IQAC for identifying the advanced and slow learners in a formalized way.</p> <p>The Feedback Committee are informed to formalized the Collection, analysis and preparation of the Feedback collected as per the guidelines developed by the IQAC in a structured way.</p> <p>The Grievance Redressal Cell are advised to formalized the Mechanisms for grievance redressal related to Internal and external examinations and sexual harassment issues.</p>



Principal
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Ref. No.....

Date..02/09/2017.....

From :

Dr. Sagar Baruah, M.A.; Ph.D.
Principal
KHAGARIJAN COLLEGE



IQAC Meeting

NOTICE

All the respected members of the Internal Quality Assurance Cell are hereby informed that a meeting will be held on 04-08-2017 at Teachers' Common Room at 11-00 A.M. to discuss the following agenda.

Agenda:

1. Read and Confirmation of the proceedings of the previous meeting.
2. Work Progress of the Plan of Action for the Session 2017-2018
3. Discussion with Admission Committee.

Venue: Teachers 'Common Room

Time: 11.00 A.M

Principal
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Ref. No.....

Date...04/08/2017...

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

IQAC Meeting: Session: 2017-2018

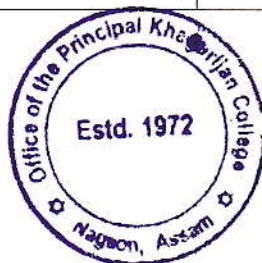
Date: 04-08-2017

A meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam is held on 04-08-2017 at 11.00 A.M. at Teachers' Common Room under the presidentship of Dr. Sagar Baruah, chairman, IQAC and the Principal of the college to discuss the following Agenda:

Agenda:

1. Read and Confirmation of the proceedings of the previous meeting.
2. Work Progress of the Plan of Action for the Session 2017-2018
3. Discussion with Admission Committee.

Name & Designation of the Members	Position held in IQAC	Signature	
Dr. Sagar Baruah, Principal	Chairperson		
Prof. Abdul Salam, Associate Prof. Economics	Coordinator		
Raihanul Ahmed, HoD, History	Assistant Coordinator		
Dr. Jonaram Nath, Associate Prof. Assamese	Teacher Representative		
Chow Kotong Lungking, Asstt. Prof. Education			
Selima Sultana Khandaka, HoD, Economics			
Dr. Kabita Goswami, HoD, Assamese			
Prof. Niva Saikia, HoD, Pol. Science			
Mainul Hoque Akanda, Asstt. Prof. Pol. Science			
Sri Biren Bora, President, Governing Body		Management Representative	
Mr. Digen Chandra Bora, UDA, khagarijan College		Administrative Representative	
Mr. Lalit Dutta, ACE, Irrigation Deptt. Nagaon			
Prof. Amarendra nath Sharma	Local member		
Mr. Nabarun Mishra	Industry Member		
Mr. Sikandar Ali	Alumni Representative		
President, Khagarijan College Student Association	Student Rep. UG		
Minakshi Bora	Student, P.G		



Principal
Khagarijan College

Principal
Khagarijan College
Nagaon : Assam



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Ref. No.....

Date..04/08/2017

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

Minutes of the Meeting

Date: 04-08-2017

The Chairperson of the Internal Quality Assurance Cell, Dr. Sagar Baruah, Chaired the meeting and Prof. Abdul Salam, Associate Professor, Economics and the Coordinator of IQAC address the respected members of the committee and explained the objectives and agenda of the meeting. In the meeting, the following decision has been taken for the session 2017-2018:-

Sl.No.	Agenda	Resolutions
01	Read & Confirmation of the resolutions of the meeting held on 05-06-2017	The Minutes of the meeting dated 05-06-2017 is read out by Prof. Abdul Salam and open for discussion. After a prolonged discussion and with some minor modifications the Minutes of the previous meeting has been adopted and approved unanimously.
02	Work Progress of the Plan of Action for the Session 2017-2018	The members of the Internal Quality Assurance Cell after a long discussion the following decision has been taken on the progress of work on the Plan of Action to be implemented in 2017-2018 Academic Session.
		The members of the Construction Committee opined that the working of the Sports Hostel funded by UGC Fund is in progress and the same can be completed by the end of the session if Fund is available in time.
		The members of the Purchase Committee met in discussion and talked with the principal and Head Clerk for planning of the purchasing & repairing of the Computers.
		The Library Committee met in meeting and decided to seek book lists department wise by the next months to be submitted to the Purchase Committee members.



		The Nodal Teacher of the Environmental Studies assured that Tree Plantation will be conducted on the occasion of World Environment Day in association with Student Association of the college.
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	Work Progress of the Plan of Action for the Session 2017-2018	The HoDs of respective Departments delivered their opinion regarding the organization and recording of Student progression and Grievance Redressal.
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03	Discussion with Admission Committee.	In the meeting, the members of the Committee resolved the following decisions on New Admission in B.A. & M.A 1st Semester for the Session 2017-2018.
		After discussion on new admission it come into light that in B.A. 1 st Semester 433 and in M.A. 1 st Semester 17 students has enrolled. Therefore the committee decided that till 15 th August, 2017 the admission process will be run for the benefit of the students.
		It is decided in the meeting that for the better understanding of the gender ration of the new admission the entire enrolled students' data will be scrutinized on the line of category and gender perspective.
		The members of the Committee decided that in near future to increase the student enrollment the admission committee will framed the strategy to be deployed before the commencement of the next session.



[Handwritten Signature]

Principal
Khagarijan College
Principal
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Ref. No.....

Date.. 04/08/2017

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

ACTION TAKEN REPORT

Meeting Date: 04-08-2017

Sl. No.	Agenda	Action Taken
01	Read & Confirmation of the resolutions of the meeting held on 05-06-2017	The Minutes of the Previous meeting dated 05-06-2017, after short discussion has been adopted and approved unanimously.
02	Work Progress of the Plan of Action for the Session 2017-2018	<p>The members of the Purchase Committee are informed to discuss about the fund position with the principal and Head Clerk to move on the decision.</p> <p>For the availability of the fund position and for seeking or allotment of the next allocation of fund the Committee ask for the submission of Utilization Certificate for the latest completed work.</p> <p>The committee requests the HoDs of the respective Departments to submit the lists of books to be purchased in the ongoing financial year.</p> <p>The Internal Quality Assurance Cell entrusted the responsibility for the proper record of the student progression.</p> <p>The Nodal Teacher of the Environmental Studies are empowered to collect saplings for Tree Plantation programme to be conducted on the occasion of World Environment Day.</p>
03	Discussion with Admission Committee.	<p>The committee resolved it unanimously that for the benefit of the student students who could not take admission in time due to several reasons, the last date of admission be increased up to 14th August, 2017.</p> <p>The admission Committee is entrusted to develop a strategy to increase the number of admission in the next academic Session and the same has to be submitted to the Office of IQAC latest by the end of March, 2018.</p>



Principal

Khagarijan College

Principal

Khagarijan College

Nagaon, Assam



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Ref. No.....

Date..07/02/2017..

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

NOTICE

All the faculty Members are hereby informed that a meeting of IQAC will be held on 08-08-2017 at 1.30 P.M. at Teachers' Common Room to discuss the following agenda.

Agenda:

1. Discussion on preparation of departmental Activity Lists, Teaching Plan and Lesson Plan.
2. Discussion on Teaching-Learning Methods

Principal
Khagarijan College

**Principal
Khagarijan College
Nagaon : Assam**





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P. O.:- CHOTAHAI BAR
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Ref. No.....

Date 8/8/2017

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

IQAC Meeting with Faculty Members

Date: 08-08-2017

A meeting of Internal Quality Assurance Cell with the Faculty Members is held under the Chairmanship of Dr. Sagar Baruah, chairman, IQAC, at Teachers Common Room at 1.30 P.M. to discuss the following agenda:-

Agenda:-

1. Discussion on preparation of departmental Activity Lists, Teaching Plan and Lesson Plan.
2. Discussion on Teaching-Learning Methods

Members Present in the Meeting:

Name & Designation of the Members	Position held in IQAC	Signature
Dr. Sagar Baruah, Principal	Chairperson	
Prof. Abdul Salam, Associate Prof. Economics	Coordinator	
Raihanul Ahmed, HoD, History	Assistant Coordinator	
Dr. Jonaram Nath, Associate Prof. Assamese	Teacher Representative	
Chow Kotong Lungking, Asstt. Prof. Education		
Selima Sultana Khandaka, HoD, Economics		
Dr. Kabita Goswami, HoD, Assamese		
Prof. Niva Saikia, HoD, Pol. Science		
Mainul Hoque Akanda, Asstt. Prof. Pol. Science		
Sri Biren Bora, President, Governing Body	Management Representative	
Mr. Digen Chandra Bora, UDA, Khagarijan College	Administrative Representative	
Mr. Lalit Dutta, ACE, Irrigation Deptt. Nagaon		
Prof. Amarendra Nath Sharma	Local member	
Mr. Nabarun Mishra	Industry Member	



Mr. Sikandar Ali	Alumni Representative	A
President, Khagarijan College Student Association	Student Rep. UG	K. Boruah
Minakshi Bora	Student Rep. PG	M. Bora

Faculty members Present in the Meeting

Name of the Faculty	Department	Signature
Swapan Jyoti Nath	Assamese	Absent
Dharitri Das	Assamese	D. Das
Sima Devi	Assamese	A
Joyashree Choudhury	English	J. Choudhury
Ashraful Alam Choudhury	English	Absent
Reba Kumar Das	Political Science	A
Umme Salma	Economics	U. Salma
Ajanta Bora Khargharia	Education	A. Bora
Deepak Kumar Sarkar	Education	Absent
Tapashi Saha	Bengali	A
Manuranjan Das	Philosophy	M. Das
Rupashree Devi	Philosophy	A
Popy Mahanta	History	P. Mahanta
Rameswar Kurmi	History	Absent

The meeting was started by Prof. Abdul Salam, Coordinator, Internal Quality Assurance Cell with warm greetings to Chairperson and other dignitaries present in the meeting. Prof. Salam explained in details about the aims and objectives of the meeting and elaborates the agenda to members.

Moving on next, Dr. Sagar Boruah, Chairperson of IQAC, asked the members of IQAC and Faculty members to go in details about the agenda. After long discussion on agenda no. 01 & 02 the following decision has been adopted for the academic session.

Agenda No. 01: Discussion on preparation of departmental Activity Lists, Teaching Plan and Lesson Plan.

Resolution: The members present in the meeting resolved to prepare the Departmental Activity List/Teaching Plan and Lesson Plan for the Academic Session 2017-2018.

Agenda No. 02: Discussion on Teaching-Learning Methods

Resolution: It is resolved in the meeting that more focus will be given in the Teaching-Learning methods incorporating Experiential Learning methods and PPT.





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Ref. No.....

Date...2/8/2017.....

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

Action Taken Report:

Meeting Date: 08-08-2017

Internal Quality Assurance Cell

The following action has been taken on the Resolutions adopted in the meeting dated 08-08-2017:-

Agenda No. 01: Discussion on preparation of departmental Activity Lists, Teaching Plan and Lesson Plan.

The Internal Quality Assurance Cell as per the decision taken in the meeting resolved and request to the respective department to submit their tentative Departmental Work Lists, Lesson/Teaching plan by the Next Week of August, 2017 to the office of IQAC.

Agenda No. 02: Discussion on Teaching-Learning Methods

It is decided that for Teaching Learning methods the Faculty members are requested to incorporate Human and Ethical values and Power Point Presentation and preparation of study material.



Principal
Khagarijan College

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Ref. No.....

Date...16/08/2017...

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

Notice

Date: 16-08-2017

All the Office Staffs are hereby informed that a meeting will be held on 18-08-2017 at 11.00 A.M. at Teachers' Common Room to discuss the following agenda:-

Agenda:

1. Discussion on pros & cons of the office staff.
2. Discussion on training programme of the office staff
3. Others.

Time: 11.00 A.M

Venue: Teachers 'Common Room



Principal
Khagarijan College

**Principal
Khagarijan College
Nagaon : Assam**



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Ref. No.....

Date 8/8/2017.....

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

IQAC Meeting with Office Staff

Date: 18-08-2017

A meeting of the Internal Quality Assurance Cell is held under the Presidentship of Dr. Sagar Boruah, Principal of the college, at Teachers 'Common Room at 11.00 A.M to discuss the following agenda.

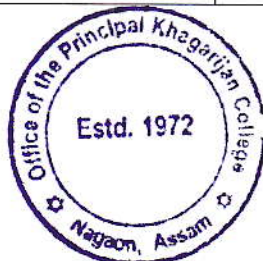
Agenda:

1. Discussion on pros & cons of the office staff
2. Discussion on training programme to the office staff
3. Others

At the very outset of the meeting the coordinator of IQAC, Prof. Abdul Salam has explained the aims and objective of the meeting with warm greetings to IQAC members and the Office Staff present in the meeting. He explained in details of the aims of the meeting and requested the President of the meeting to carry on the meeting.

Signature of the Members Present

Name & Designation of the Members	Position held in IQAC	Signature
Dr. Sagar Boruah, Principal	Chairperson	
Prof. Abdul Salam, Associate Prof. Economics	Coordinator	
Raihanul Ahmed, HoD, History	Assistant Coordinator	
Dr. Jonaram Nath, Associate Prof. Assamese	Teacher Representative	
Chow Kotong Lungking, Asstt. Prof. Education		
Selima Sultana Khandaka, HoD, Economics		
Dr. Kabita Goswami, HoD, Assamese		
Prof. Niva Saikia, HoD, Pol. Science		
Mainul Hoque Akanda, Asstt. Prof. Pol. Science		
Sri Biren Bora, President, Governing Body	Management Representative	
Mr. Digen Chandra Bora, UDA, khagarijan College		



Mr. lalit Dutta, ACE, Irrigation Deptt. Nagaon	Administrative Representative	A
Prof. Amarendra nath Sharma	Local member	Amr
Mr. Nabarun Mishra	Industry Member	A
Mr. Sikandar Ali	Alumni Representative	SALI
President, Khagarijan College Student Association	Student Rep. UG	K. Boruah
Minakshi Bora	Student, P.G	M. Bora

Signature of the Office Staff:

Name & Designation of the Members	Position held in IQAC	Signature
Mr. Digen Chandra Bora	Head Clerk	Digen
Mr. Dilip Ghosh	Grade IV	Dilip K. Ghosh
Ummesh Kumar Ram	Grade IV	Umesh K. Ram
Ratneswar Saikia	Grade IV	Ratneswar Saikia
Sun Muhammad	Technical Assistant	S. Muhammad
Deep Chakravarty	Technical Assistant	Deep Chakravarty
Rakesh Sharma	Technical Assistant	Rakesh Sharma
Kausik Kamal Saikia	Clerk	A
Binod Saikia	Clerk	Binod Saikia
Dudumoni Das	Gade IV	Dudumoni Das
Prasana Bora	Night Chowkidar	Prasanna Bora
Babul Bansfar	Sweeper	A
Anjali Dey	Bloomer	A

Discussion on Agenda No. 01:

The beginning of discussion on agenda no.01 was started by Dr. Sagar Boruah, and said that if the office staff of the college face any problem then he asked place the same in the meeting for discussion.

Moving on the request, the head clerk Mr. Digen Chandra Bora, says that the Office Staff needs to be enlarged for smooth conduction of the work on part time basis and added that the expired vacancy post appointment need to resolved as soon as possible. He also added that for conducting Local Audit the office needs an assistant for meeting up of the Audit queries.

Discussion on Agenda 02:

On the agenda 02, a detail discussion was conducted regarding the training of the office staffs on file keeping, record maintenance and operation of Automation System financial and student data maintenance.



Resolutions Adopted:

After detail discussion on the problems of the office staffs the following decisions has been adopted:

1. The members of the meeting resolved to install new Computers, printers and other related accessories for office assistance and also resolved to renovate the Office Toilet in the current Financial Year.
2. The members of the meeting resolved to depot Deep Chakravarty, the Technical Assistant of the Office, to assist the Head Clerk Mr. Digen Chandra Bora in conducting Local & Internal Audit.
3. The members of the Meeting resolved that a training Programme will be organised in association with Automation Service Provider and PFMS Service Provider and also resolved to depot Deep Chakravarty and Mr. Rakesh Sharma for the proposed training.
4. The meeting after detail discussion resolved to hand over some Accounts to Mr. Binod Saikia to reduce the overload from the Head Clerk.

ACTION TAKEN REPORT

After conclusion of the meeting and the adoption of resolutions the below mentioned follow-up action has been taken:-

1. As per the decision of the IQAC, the college authority decided to renovate the Office Toilet, and entrusted the responsibility to submit draft proposal for the same to the Construction Committee. The purchase Committee has been entrusted to submit budget estimate to the office of the Principal and the IQAC has been entrusted to depot two people for training on Automation and PFMS Service.

At the end of the meeting the Coordinator of IQAC, Prof. Abdul Salam expressed his gratitude to the members present for their valuable advised.



Principal
Khagarijan College

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Ref. No.....

Date..09/04/2018..

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE



IQAC Meeting

NOTICE

Respected members of the Internal Quality Assurance Cell, Khagarijan College are hereby informed that a meeting will be held on 09-04-2018 at Teachers' Common Room at 1.30 P.M. to discuss the following agenda.

Agenda:

1. Read and Confirmation of the proceedings of previous meeting.
2. Discussion on Completion of the Action Plan Chalked out for the Session 2017-2018.
3. Discussion on new admission & feedback analysis.

Venue: Teachers 'Common Room

Time: 1.30 P.M.

Principal
Khagarijan College

Principal
Khagarijan College
Nagaon : Assam



OFFICE OF THE PRINCIPAL

KHAGARIJAN COLLEGE

P. O.:- CHOTAHAIBAR
NAGAON :: ASOM, PIN :- 782003
ESTD. :- 1972

Office - 237480
99541-06633 (M)

Ref. No.....

Date...09/04/2018

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

IQAC Meeting: Session: 2017-2018

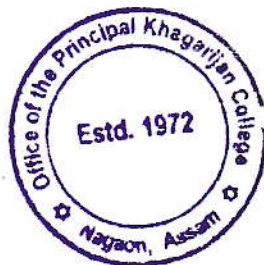
Date: 09-04-2018

A meeting of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam is held on 09-04-2018 at 1.30 P.M. at Teachers' Common Room under the presidentship of Dr. Sagar Boruah, Chairman, IQAC and the Principal of the college to discuss the following Agenda:

Agenda:

1. Read and Confirmation of the proceedings of previous meeting.
2. Discussion on Completion of the Action Plan Chalked out for the Session 2017-2018.
3. Discussion on new admission & feedback analysis.

Name & Designation of the Members	Position held in IQAC	Signature
Dr. Sagar Boruah, Principal	Chairperson	
Prof. Abdul Salam, Associate Prof. Economics	Coordinator	
Raihanul Ahmed, HoD, History	Assistant Coordinator	
Dr. Jonaram Nath, Associate Prof. Assamese	Teacher Representative	
Chow Kotong Lungking, Asstt. Prof. Education		
Selima Sultana Khandaka, HoD, Economics		
Dr. Kabita Goswami, HoD, Assamese		
Prof. Niva Saikia, HoD, Pol. Science		
Mainul Hoque Akanda, Asstt. Prof. Pol. Science		
Sri Biren Bora, President, Governing Body		Management Representative
Mr. Digen Chandra Bora, UDA, khagarijan College	Administrative Representative	
Mr. lalit Dutta, ACE, Irrigation Deptt. Nagaon		
Prof. Amarendra nath Sharma	Local member	
Mr. Nabarun Mishra	Industry Member	
Mr. Sikandar Ali	Alumni Representative	
President, Khagarijan College Student Association	Student Rep. UG	
Minakshi Bora	Student, P.G	



Principal

Khagarijan College

Principal
Khagarijan College
Nagaon : Assam



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Ref. No.....

Date.....9/4/2018.....

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

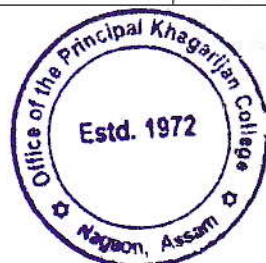
KHAGARIJAN COLLEGE

Minutes of the Meeting

Date: 09-04-2018

The Chairperson of the Internal Quality Assurance Cell, Dr. Sagar Boruah, Chaired the meeting and Prof. Mainul Hoque Akanda, HoD, Department of Political Science and the Coordinator of IQAC address the respected members of the committee and explained the objectives and agenda of the meeting. In the meeting, the following decision has been taken for the session 2017-2018:-

Sl.No.	Agenda	Resolutions
01	Read & Confirmation of the resolutions of the meeting held on 06-10-2017	The Minutes of the meeting dated 06-10-2017 is read out by Prof. Mainul Hoque Akanda and open for discussion. After a short discussion and with some minor modifications the Minutes of the previous meeting has been adopted and approved unanimously.
02	Discussion on completion of the Action Plan chalked out for the session 2017-18	<p>The members of the Internal Quality Assurance Cell after a long discussion the following decision has been taken on the implementation of the Action Plan Chalked out for 2017-2018 Academic Session.</p> <p>After minute discussion the members of the meeting find that for the enhancement of the Intake Capacity of M.A. Assamese from 20 to 25 has been processed, the construction of Sports Hostel is almost complete and the Tree Plantation Programme conducted and the departments have formalized the Teaching-Learning Process.</p> <p>In the meeting it is unanimously resolved that due to the requisition of 04 Faculty members in NRC updation process and the retirement of 03 senior faculty members have created obstacle in</p>



		conducting college work. Therefore, the committee resolved to request the college authority to take initiative to recruit new faculty members in the retired vacancies and if possible take initiative to release the 04 faculty members from their NRC work.
03	Discussion on New admission for the Academic Session 2018-2019	The meeting unanimously resolved in requesting the Admission Committee to meet in discussion and also requests to submit their Strategic Plan for increasing the admission for the Academic Session 2018-2019.

At conclusion of the meeting the Coordinator of IQAC, Prof. Mainul Hoque Akanda offered Vote of Thanks to members present for their valuable guidance and support.




 Principal
 Khagarijan College
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Ref. No.....

Date...9/04/2018...

From :

Dr. Sagar Baruah, M.A.; Ph.D.

Principal

KHAGARIJAN COLLEGE

ACTION TAKEN REPORT

Meeting Date: 09-04-2018

Sl. No.	Agenda	Action Taken
01	Read & Confirmation of the resolutions of the meeting held on 06-10-2017	The Minutes of the Previous meeting dated 06-10-2017, after short discussion has been adopted and approved unanimously.
02	Discussion on completion of the Action Plan chalked out for the session 2017-18	The initiative has been taken to complete the remaining programme of the Action Plan chalked out for the session 2017-18 and the committee decided to appeal the college authority to ensure to sufficient faculty members to run the college works smoothly.
03	Discussion on New admission for the Academic Session 2018-2019	The Committee take initiative to appoint a New Admission Committee for the ensuing admission for the Session 2018-2019 and asked the presently working committee to submit their Strategic plan to the Office of IQAC end of the this month.



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