



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. 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, 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 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 | |



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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 | |



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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. |



**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 | |
| 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 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. |

**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. 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 | <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. |