

# NORTH KAMRUP COLLEGE, BAGHMARA



## IQAC MEETINGS

### Minutes of IQAC Meeting and Action Taken

Meeting No. : I

Date: 06-06-2018

Venue: IQAC office

#### Agenda:

1. Discussion on Reconstruction of IQAC.
2. Discussion on providing career counseling facilities to the students.
3. Discussion on increasing the number of remedial classes.
4. Discussion on increasing the vocational/certificate/diploma courses.
5. Discussion regarding awarding the distinguish students of the College.
6. Discussion on installing separate dustbin for dry and wet garbage.

#### Name of Members:

1. Dr. Surajit Barman, Principal
2. Pankaj Kalita
3. Mr. Pankaj Kr. Das
4. Dr. Jagadish Ch. Kalita
5. Mr. Dilip Kr. Lakhar
6. Mr. Jatindra Nath Das
7. Dr. Leena Goswami
8. Mr. Harendra Nath Deka
9. Mr. Suren Talukdar
10. BDO (Bajali Development Block)
11. Mr. Sashi Mohan Kalita
12. GS, Students Union
13. Sangkhang Basumatary

Today on 06/06/2018 (Monday) a meeting of IQAC is presided by Dr. Surajit Barman at 1:30 p.m. to discuss the above agenda.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution 1:** Today's meeting resolved to reconstruct IQAC as follows:

Sl. No.	Designation	Name
1	Chairman	Dr. Surajit Barman, Principal
2	Coordinator	Pankaj Kalita
3	Member (Teachers)	Mr. Pankaj Kr. Das
4	Do	Dr. Jagadish Ch. Kalita
5	Do	Dr. Tribeni Bezbaruah
6	Do	Mr. Jatindra Nath Das
7	Do	Dr. Leena Goswami
8	Member (Non teaching staff)	Harendra Nath Deka
9	Member from the Management	Suren Talukdar
10	Senior administrative officer	BDO (Bajali Development Block)
11	One nominee from Local Society	Mr. Sashi Mohan Kalita
12	One nominee from Students	GS, Students Union
13	One nominee from Alumni	Dr. Maloy Kalita

**Resolution 2:** Today's meeting discussed on career counseling and resolved to provide career counseling facilities to the students.

**Resolution 3:** After discussion on remedial classes today's meeting resolved to increase the number of remedial classes.

**Resolution 4:** Today's meeting resolved to increase vocational courses and advised the authority to take steps to popularize among students.

**Resolution 5:** Resolved to continue awarding the distinguish students of the College.

**Resolution 6:** Resolved to install separate dustbin for dry and wet garbage.

**Action taken report of the resolutions taken on last meeting dated 13-11-2017:**

**NAAC criteria wise committees were formed as such:**

**1. CRITERION –I : Curricular Aspects**

Convener - Dr. Jagadish Ch. Kalita  
Members - Satya Ram Dev Choudhury  
Archana Tahbildar

**2. CRITERION –II : Teaching-Learning and Evaluation**

Convener - Dr. Leena Goswami  
Members - Dr. Ajit Kr. Das

**3. CRITERION –III : Research, Innovation and Extension**

Convener - Dr. Tribeni Bezbaruah  
Members - Dr. leena Goswami  
Binay Kherkatary

**4. CRITERION –IV : Infrastructure and Learning Resources**

Convener- Archana Tahbildar  
Members- Dr. Jagadish Ch. Kalita  
Harendra Nath Deka

**5. CRITERION –V : Student Support and Progression**

Convener - Binay Kherkatary  
Members - Dr. Tribeni Bezbaruah  
Kamal Boro

**6. CRITERION –VI : Governance, Leadership and Management**

Convener - Haren Das  
Members - Satya Ram Derv Choudhury  
Sunita Boro

**7. CRITERION –VII : Institutional Values and Best Practices**

Convener - Jatindra Nath Das  
Members - Archana Tahbildar  
Binay Kherkatary

**Meeting No. : II**

**Date: 06-08-2018**

**Venue: IQAC office**

**Agenda:**

1. Discussion on Cultural diversity in College Uniform.
2. Discussion on improvement of games and sports facilities.
3. Discussion on departmental informal test.
4. Misc.

**Name of Members:**

1. Dr. Surajit Barman, Principal
2. Pankaj Kalita
3. Mr. Pankaj Kr. Das
4. Dr. Jagadish Ch. Kalita
5. Mr. Dilip Kr. Lakhar
6. Mr. Jatindra Nath Das
7. Dr. Leena Goswami
8. Harendra Nath Deka
9. Suren Talukdar
10. BDO (Bajali Development Block)
11. Mr. Sashi Mohan Kalita
12. GS, Students Union
13. Sangkhang Basumatary

Today on 06-08-2018 (Monday) a meeting of IQAC is held under the presidentship of Dr. Surajit Barman at 11:00 a.m. to discuss the above agenda.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution 1:** To maintain Cultural diversity in College Uniform.

**Resolution 2:** To instruct the departments of the College to conduct frequent informal departmental test.

**Resolution 3:** To improve the games and sports facilities of the College.

### Action taken report of the meeting dated 06-06-2018:

I. IQAC was reconstructed as such:

Sl. No.	Designation	Name
1	Chairman	Dr. Surajit Barman, Principal
2	Coordinator	Pankaj Kalita
3	Member (Teachers)	Mr. Pankaj Kr. Das
4	Do	Dr. Jagadish Ch. Kalita
5	Do	Dr. Tribeni Bezbaruah
6	Do	Mr. Jatindra Nath Das
7	Do	Dr. Leena Goswami
8	Member (Non teaching staff)	Mr. Harendra Nath Deka
9	Member from the Management	Mr. Suren Talukdar
10	Senior administrative officer	BDO (Bajali Development Block)
11	One nominee from Local Society	Mr. Sashi Mohan Kalita
12	One nominee from Students	GS, Students Union
13	One nominee from Alumni	Dr. Maloy Kalita

- II. The Extension Education and Career Guidance Cell organized career counseling programmes and workshops for the students.
- III. A revised timetable was made by the Academic Committee to increase the number of remedial classes.
- IV. The Student Support and Progression Cell of the college awarded the distinguish students of the College.
- V. Two dustbins were installed separately for dry and wet garbage.

**Meeting No. : III**

**Date: 25-09-2018**

**Venue: IQAC Office**

**Agenda:**

1. Discussion on organizing a book fair.
2. Discussion on approving of API of Dr. Leena Goswami for Selection Grade.
3. Discussion on meeting the guardian of the students to improve the class attendance of the students.
4. Discussion on addressing any pertinent grievance related to caste-based discrimination through the Grievance Redressal Committee.
5. Discussion on involving all the stakeholders in Cultural events of college.
6. Misc.

**Name of Members:**

1. Dr. Surajit Barman, Principal
2. Pankaj Kalita
3. Mr. Pankaj Kr. Das
4. Dr. Jagadish Ch. Kalita
5. Mr. Dilip Kr. Lakhar
6. Mr. Jatindra Nath Das
7. Dr. Leena Goswami
8. Harendra Nath Deka
9. Suren Talukdar
10. BDO (Bajali Development Block)
11. Mr. Sashi Mohan Kalita
12. GS, Students Union
13. Sangkhang Basumatary

Today on 25/09/2018(Tuesday) a meeting of IQAC is presided by Dr. Surajit Barman at 1:00 p.m. to discuss the above agenda with IQAC, and Teaching and Non-Teaching Staff. Most of the teachers give valuable suggestions regarding the future plan of the College.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution 1:** It is resolved to organize a book fair in the College campus in collaboration with AKHAR PRAKASH on 10<sup>th</sup> October, 2018.

**Resolution 2:** Today's meeting resolved to approve API of Dr. Leena Goswami for Selection Grade after proper verification.

**Resolution 3 :** Today's meeting resolved to advise the authority and faculty to meet the guardian to increase the class attendance of the students.

**Resolution 4:** To address any pertinent grievance related to caste-based discrimination through the Grievance Redressal cell.

**Resolution 5:** To involve all the stakeholders of the College in Cultural events.

**Action taken report of the previous meeting dated 06-08-2018:**

- I. Proper initiatives were taken to maintain the Cultural diversity in College Uniform.
- II. All the departments of the College initiated the process of conducting frequent informal departmental test.
- III. Some Games and Sports equipments were bought for the college.

**Meeting No. : IV**

**Date: 05-02-2019**

**Venue: IQAC office**

**Agenda:**

1. Discussion on increasing the reading materials of the College.
2. Discussion regarding improvement of the College playground.
3. Discussion on observation of International Mother Language Day.
4. Misc.

**Name of Members:**

1. Dr. Surajit Barman, Principal
2. Pankaj Kalita
3. Mr. Pankaj Kr. Das
4. Dr. Jagadish Ch. Kalita
5. Mr. Dilip Kr. Lakhar
6. Mr. Jatindra Nath Das
7. Dr. Leena Goswami
8. Harendra Nath Deka
9. Suren Talukdar
10. BDO (Bajali Development Block)
11. Mr. Sashi Mohan Kalita
12. GS, Students Union
13. Sangkhang Basumatary

Today on 05/02/2019 (Tuesday) a meeting of IQAC is presided by Dr. Surajit Barman at 11.30 a.m. to discuss the above agenda.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution 1:** Today the meeting discusses on increasing the number of reading materials in the college library and resolved to request Library Committee to take initiatives to increase the same.

**Resolution 2:** Resolved to take proper measures for the improvement of the playground.

**Resolution 3:** IQAC resolved to celebrate International Mother Language Day.

**Action taken report of the previous meeting dated 25.09.2018:**

1. A book fair was organized in the College campus in collaboration of AKHAR PRAKSH on 10<sup>th</sup> October, 2018

- II. Approved API of Dr. Leena Goswami for the promotion to Selection Grade and submitted to Departmental Promotion Committee for necessary action.
- III. The faculties of the college visited the guardian of the students to improve the class attendance of the students.
- IV. The Grievance Redressal Committee addressed a pertinent grievance related to caste-based discrimination and solved.
- V. All the stake holders are requested to attend the upcoming cultural events of College Annual Week.

**Meeting No. : V**

**Date: 11-04-2019**

**Venue: IQAC office**

**Name of Members:**

1. Dr. Surajit Barman, Principal
2. Pankaj Kalita
3. Mr. Pankaj Kr. Das
4. Mr. Dilip Kr. Lakhar
5. Dr. Ajit Kumar Das
6. Dr. Jagadish Ch. Kalita
7. Dr. Tribeni Bezbaruah
8. Mr. Jatindra Nath Das
9. Dr. Leena Goswami
10. Harendra Nath Deka
11. Suren Talukdar
12. BDO (Bajali Development Block)
13. Mr. Sashi Mohan Kalita
14. GS, Students Union
15. Moloy Kalita
16. Gorgeshwar Kalita

**Agenda:**

1. Reconstruction of IQAC.
2. Discussion on observation of national and international days or events.
3. Discussion regarding Award for students.
4. Discussion regarding Organization of departmental programmes.
5. Misc.

Today on 11/04/2019 (Thursday) a meeting of IQAC is held discuss the above agenda under the presidentship of Dr. Surajit Barman at 12:30 p.m.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution 1:** Today's meeting resolved to reconstruct IQAC.

**Resolution 2:** The meeting resolved to observe "May Day" on 1<sup>st</sup> May, 2019 in the College campus.

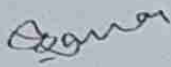
**Resolution 3:** Resolved to celebrate "World Environment Day" on 5<sup>th</sup> June, 2019.

**Resolution 4:** The meeting discussed on participation of students in book reading. In this regard, IQAC resolved to provide “**Best Reader Award**” to the students having highest attendance percentage in library and the highest rate of issuing books from the library to increase interest of reading among students.

**Resolution 6:** The meeting resolved to request all the departments to organize departmental seminars, lecture programmes, or group discussion from time to time.

**Action taken report of the previous meeting dated 05-02-2019:**


- I. Some reading materials were purchased for the College Library.
- II. Earth filling was done to improve the playground of the College.
- III. **International Mother Language Day** was celebrated on 21<sup>st</sup> February, 2019.



Dr. Surajit Barman  
Principal cum Chairman, IQAC  
Principal  
North Kamrup College  
Baghmara, Dist.-Barpeta



North Kamrup College, Baghmara



Pankaj Kalita  
IQAC Co-ordinator  
IQAC  
North Kamrup College