



OFFICE OF THE  
**INTERNAL QUALITY ASSURANCE CELL**

**KOKRAJHAR GOVT. COLLEGE**

**P.O.- Kokrajhar**

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From,  
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Co-ordinator

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Memo No: KGC/IQAC/2018-19/26

Date: 28.12.2019

**Minutes of meeting and Action taken Report of IQAC, Kokrajhar Govt. College**

**Date: 21-08-2018/General Meeting**

Resolution No. 1: After discussion the technical problem in functioning the committee formed to decide the criteria for best department, the house resolved to suggest the committee to seek suggestions from every faculty member of the college to lay parameters for awarding the prize.

Resolution No. 2: Resolved that the best student award of PNB trust will be conferred on Freshmen Social Day 2018, for academic year 2017-18. The award will be given to Sri Lakshman Roy, BSc Semester 6<sup>th</sup>, 2018.

Resolution No. 3: Resolved that the sessional examination for old semester will be held in last week of September.

**Date: 03-09-2018/Executive Meeting**

Resolution No. 1: Resolved that 57<sup>th</sup> Teachers Day will be observed centrally on 05-09-2018 at the College. The room selected for the purpose will be OSG.

Resolution No. 2: Resolved that the following mentioned retired teachers of Kokrajhar Govt. College will be felicitated at the Teachers Day Felicitation Programme-

1. Dr. BK Brahma, Ex-Principal
2. Mr. Purnendu Chakraborty, Ex Vice-Principal
3. Dr. Arun Kumar, Ex Vice-Principal

Resolution No. 3: Resolved to form a Teachers Day Celebration Subcommittee for observance of Teachers Day 2018 with the following mentioned members. The subcommittee will be supervised by Dr. Kamal Bodoso, HoD, Economics.

a) For preparing citation of retired teachers

1. Dr. SJ Wary
2. Mr Omkar Sharma

b) Decoration, Guest Reception, Bouquet, Garlanding, banner, invitation by KGCSU.

c) Lighting of Lamp and floral tribute by KGCTA

d) Sound System

1. Leeladhar Chouhan
2. Biju Dey

e) Refreshment during the programme

1. Dr. Bimal Kt. Basumatary
2. Mr Ashok Saha

**Date: 09-11-2018/General Meeting**

Resolution No. 1: It is resolved to celebrate Bodo Thunlai San, 2018, with pomp and gaiety. In this regard all the language departments be entrusted to organize the programme and IQAC shall coordinate the event.

Resolution No. 2: It is resolved to organize state level seminar in connection with Bodo Thunlai San, 2018.

**Date: 09-11-2018/Executive Meeting**

Resolution No. 1: It is resolved to form a committee to prepare SSR and AQAR comprising the following members-

- 1) Mr. DJ Nath, Associate Professor, Economics
- 2) Dr. BK Das, Associate Professor, Chemistry
- 3) Mr. PV Narzary, Assistant Professor, English
- 4) Mr Dhiren Chetry, Assistant Professor, Mathematics
- 5) Mr. Leeladhar Chouhan, Assistant Professor, Physics

Resolution No. 2: It is resolved to make all arrangement for the next cycle of NAAC inspection to make it happen in October, 2020.

Resolution No. 3: It is resolved to conduct Guardian Meet on 29-06-2019 to discuss and invite suggestions from guardians to improve the quality of education, feedback and matters related to the students.

Resolution No. 4: It is resolved to hold a meeting between IQAC and Kokrajhar Govt. College Alumni Association to hold the Alumni Meet in January, 2020.

**Date: 27-12-2018/Executive Meeting**

Resolution No.1: Resolved to place the draft AQAR before Board of Governors to obtain approval to finalize for submission to NAAC.

Resolution No. 2: Resolved to upload the approved AQAR by 31<sup>st</sup> December, 2018

**Date: 26-03-2019/General Meeting**

Resolution No.1:The house decided to discuss the preparation & execution of modified teaching plan in the next academic council meeting with IQAC & Education department.

Resolution No.2: Discussed in details for the speedy execution on the following points from the members and patiently heard the progress works on it from the Coordinator, IQAC.

I. Curricular aspects

II. Teaching Learning & evaluation

III. Research & Innovations and Extensions

IV. Infrastructure and learning resources

V. FDP workshop

After a threadbare discussion, the house decided to form different sub-committees for smooth functioning of the stated subheads.

**Date: 06-04-2019/Executive Meeting**

Resolution No. 1: Resolved to purchase new server for library as the old one has become outdated.

Resolution No. 2: Resolved to renew the subscription of INFLINET and e-journals a) N-List, b) Sodhsindhu, c) Sodhganga etc.

Resolution No. 3: Resolved to purchase audio visual equipment for the library.

Resolution No. 4: Resolved to acquire more rare books for the library taking into consideration of the demand of students.

**Date: 30-04-2019/Executive Meeting**

Resolution No. 1: Resolved to distribute the workload as following among the members

Mrs. Sulochana Brahma	Curriculum Design & Planning
Dr. Ambeswar Phukon	Research Consultancy & Extension
Mr. Dhruva Jyoti Nath	Governance Leadership & Management
Dr. Basanta Kr. Das	Infrastructure & Learning Resources
Mr. Leeladhar Chouhan	Innovation & Best Practice
Mr. Dhiren Kr. Chetry	Teaching Learning & Evaluation
Mrs. Banashree Bhardwaj	Student Support & Progression


Resolution No. 2: The members resolved to execute own assigned responsibility with immediate effect.

**Date: 22-06-2019/ Joint Meeting of IQAC, Kokrajhar Govt. College & BN College, Dhubri**

Resolution No. 1: It is proposed to arrange faculty exchange programme between Kokrajhar Govt. College and BN College, Dhubri, the two leading colleges of lower Assam.

Resolution No. 2: It is resolved to mutually cooperate for the development of both the institutions.

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(Mrs. Anjalee Basumatary)  
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