

Minutes of Joint meeting of IQAC and Academic Committee

Kharupetia College

Date of Meeting: 3/06/2019

Venue: IQAC, Office, Kharupetia College

Agenda:

- 1) Chairperson takes the chair.
- 2) Explanation of objectives by Coordinator
- 3) Finalization of Action Plan for the year 2019-20
- 4) Regarding introducing CBCS at UG level
- 5) Regarding submission of proposal for integrated B.Ed Programme
- 6) Regarding B.Voc Programme
- 7) Observance of International Yoga Day
- 8) Miscellaneous.

Members Present:

- i) Dr. B.C. Hazarika (Chairperson)
- ii) Dr. Asmanara Begum (Vice-Principal)
- iii) Abdul Awal (Coordinator)
- iv) Dr. Nurul Islam (Member)
- v) Dr. M.S. Kalita (Member)
- vi) Jalal Uddin Ahmed (Member)
- vii) Deepak kalita (Member)
- viii) Dr. Nur Jaman (Member)

A joint meeting of the IQAC and the Academic Committee was held on 3/6/2019 under the presidentship of Dr. B.C. Hazarika. The objectives of the meeting were explained by Prof. A. Awal, Coordinator of the IQAC.

In his introductory speech the Coordinator briefs the members about the draft Action plan of the IQAC for the year 2019-20. He also refers to Gauhati University's directive to introduce the CBCS courses at the UG level from the current academic session. He also highlights the importance of the remaining agenda.

After thread bare discussion on the agenda the following resolutions were unanimously adopted:

Resolution No.1: Discussed the draft Action Plan of the IQAC as prepared by the coordinator and it finalised as follows:

- i) To introduce Choice based Credit System(CBCS) at the UG level from the session 2019-20
- ii) To conduct one orientation programme on the newly introduced CBCS courses
- iii) To make result analysis
- iv) To conduct Internal Academic Audit
- v) To organise orientation programme for students on the use of e-resources
- vi) To collect and analyse feedback of different stakeholders
- vii) To organise one Parent Teacher meet

- viii) To organise one Career counselling programme
- ix) To introduce complete MIS in the administrative works
- x) To organise one Yoga session
- xi) To organise at least three Extension programmes
- xii) To form an Eco Club

Resolution No.2. Resolved that in keeping with the directives of the affiliating university CBCS courses be introduced at the UG level in our college from the academic session 2019-20.

Resolution No. 3. Resolved that in view of growing demand for teacher education courses, a proposal be sent to NCTE praying for permission to introduce 4-year integrated B.Ed programme in our college at the earliest.

Resolution No. 4-Resolved that in view of growing demand for vocational courses, a proposal be sent to Gauhati University and the UGC to accord permission to introduce B.Voc programme in our college.

Resolution No.5: Resolved that as a part of Management Information System, the admission for the new academic session be conducted through on line mode. Accordingly, the Principal is requested to procure an appropriate module/software for the admission purpose.

Resolution No. 6: Resolved that the International Yoga Day be observed in the college on 21st June, 2019.

The chairperson in his concluding speech expresses thanks and gratitude to all the members for their active participation and valuable suggestions given in the meeting.

The vote of thanks is offered by the Coordinator.

Action Taken Report:

- Action plan for the year 2019-20 being implemented. One Orientation Programme conducted on CBCS.
- Proposal submitted to NCTE for introducing four years integrated B.ED course.
- Applied to UGC for Opening B. Voc Programme.
- Admission process for the year 2019-20 has been made online.
- Yoga Day has been observed in the college on 21st June, 2019.

Sd/-
Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College

Minutes of IQAC Meeting

Kharupetia College

Date of Meeting: 10/08/2019

Venue: IQAC, Office, Kharupetia College

Agenda:

1. Chairperson takes the chair.
2. Explanation of objectives by Coordinator
3. Orientation programme for teachers on CBCS Course structure
4. Organising Career Counselling Programme
5. Regarding creation of ICT-enabled class rooms
6. Organising Parent-Teacher meet.
7. Formation of Eco-Club.
8. Miscellaneous.

Members Present:

- i. Dr. B.C. Hazarika (Chairperson)
- ii. Dr. Asmanara Begum (Vice-Principal)
- iii. Abdul Awal (Coordinator)
- iv. Dr. Nurul Islam (Member)
- v. Dr. Deepak Kalita (Member)
- vi. Jalal Uddin Ahmed (Member)
- vii. Dr. Nur Jaman (Member)
- viii. Dr. M.S. Kalita (Member)

A meeting of the IQAC was held on 10/8/2019 under the presidentship of Dr. B.C. Hazarika. The objectives of the meeting were explained by Prof. Abdul Awal, Coordinator of the IQAC.

At the beginning of the meeting the Coordinator briefs the members about the agenda and solicits an active participation and fruitful discussion.

After thread bare discussion on the agenda the following resolutions were unanimously adopted:

Resolution No.1: Resolved that in order to clear doubts on various aspects of the CBCS course structure an orientation programme be organised for the teachers of the college in the next week.

Resolution No.2. Resolved that to enhance the ICT infrastructure of the college two ICT-enabled classroom be created in the newly constructed RUSA building.

Resolution No. 3. Resolved that immediately after declaration of the 6th Semester results, a Career Counselling programme be organised through the Career Counselling Cell.

Resolution No. 4- Resolved that to familiarise the parents and guardians about the newly introduced CBCS curriculum a Parents-Teachers' Meet be organised immediately.

Resolution No. 5- Resolved that an Eco Club be formed as a part of the Green initiative in the college.

The chairperson in his concluding speech expresses thanks to all the members for their active participation and valuable suggestions given in the meeting.

The vote of thanks is offered by the Coordinator.

Action Taken Report:

- One Orientation Programme conducted on CBCS for students..
- One Career Counselling Programme organised.
- Two ICT-enabled classrooms has been created in the newly constructed RUSA building.
- One Parents-Teachers' Meet has been be organised 28/09/2019.
- An Eco Club has been formed as a part of the Green initiative in the college.

Sd/-
Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College

Minutes of IQAC Meeting
Kharupetia College
Date of Meeting: 15/10/2019
Venue: IQAC, Office, Kharupetia College

Agenda:

1. Chairperson takes the chair.
2. Explanation of objectives by Coordinator
3. Result analysis.
4. Internal Academic audit
5. Orientation programme on the use of e-resources
6. Organising Extension Programme
7. Miscellaneous.

Members Present:

- i. Dr. B.C. Hazarika (Chairperson)
- ii. Dr. Asmanara Begum (Vice-Principal)
- iii. Abdul Awal (Coordinator)
- iv. Dr. Nurul Islam (Member)
- v. Jalal Uddin Ahmed (Member)
- vi. Dr. Nur Jaman (Member)
- vii. Dr. M.S. Kalita (Member)
- viii. Dr. Deepak kalita (Member)

A meeting of the IQAC was held on 15/10/2019 under the presidentship of Dr. B.C. Hazarika. The objectives of the meeting were explained by Prof. A. Awal, Coordinator of the IQAC.

At the beginning of the meeting the Coordinator briefs the members about the agenda and solicits an active participation and fruitful discussion.

After detailed discussion on the agenda the following resolutions were unanimously adopted:

Resolution No.1: Resolved that in order to clear doubts on various aspects of the CBCS course structure an orientation programme be organised for the teachers of the college in the next week.

Resolution No.2. Discussed and analysed the results of the recently declared 6th Semester Examination. It is observed that the results of some of the departments need further improvement. The matter is brought to the notice of the Principal for necessary remedial measures.

Resolution No. 3: Resolved that the Internal Academic audit of the college for the year 2019-20 be conducted by the IQAC in the first week of December, 2019.

Resolution No. 4: Resolved that the Extension Cell and the NSS unit of the college be advised to organise one extension programme in the next week.

The chairperson in his concluding speech expresses thanks and gratitude to all the members for their active participation and valuable suggestions given in the meeting.

The vote of thanks is offered by the Coordinator.

Action Taken Report:

- An orientation programme organised for the teachers of the college on CBCS on 26/10/2019.
- Result analysis done.
- Internal Academic Audit done by IQAC on 29/11/2019.
- One cleanliness programme done in the college campus through NSS and Extension Education Cell on 01/11/2019

Sd/-
Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College

Minutes of IQAC Meeting

Kharupetia College

Date of Meeting: 1/2/2020

Venue: IQAC Office, Kharupetia College

Agenda:

1. Chairperson takes the chair.
2. Explanation of objectives by Coordinator
3. Feedback analysis
4. Renovation of IQAC office and the RCC academic building
5. Organising orientation programme for the non-teaching staff on CBCS
6. Miscellaneous.

Members Present:

- i. Dr. B.C. Hazarika (Chairperson)
- ii. Dr. Asmanara Begum (Vice-Principal)
- iii. Abdul Awal (Coordinator)
- iv. Dr. Nur Jaman (Member)
- v. Dr. Deepak kalita (Member)
- vi. Dr. M.S. Kalita (Member)
- vii. Dr. Nurul Islam (Member)
- viii. Jalal Uddin Ahmed (Member)

A meeting of the IQAC was held on 1/2/2020 with Dr. B.C. Hazarika in the chair. The objectives of the meeting were explained by Prof. A. Awal, coordinator of the IQAC.

At the beginning of the meeting the Coordinator briefs the members about the agenda and solicits an active participation and fruitful discussion.

After detailed discussion on the agenda the following resolutions were unanimously adopted:

Resolution No.1 : Discussed and analysed the feedback taken from different stakeholders and it is decided to place the analysis reports before the Principal for necessary action.

Resolution No.2: Resolved that the Principal be requested to allocate some fund for renovation of the IQAC office and the RCC academic building out of the RUSA fund.

Resolution No.3: Resolved that in order to clear doubts of the non-teaching staff about CBCS an orientation programme be organised in the next week.

Resolution No.4: Resolved that an awareness programme be organised shortly for the girls students of the college about the use of sanitary napkins.

The chairperson in his brief speech expresses thanks and gratitude to all the members for their active participation and valuable suggestions given in the meeting.

The vote of thanks is offered by the Coordinator.

Action Taken Report:

- Feedback taken from the stakeholders and analysed.
- IQAC office and the RCC academic building have been renovated as proposed.
- Organised one training/orientation programme for non-teaching staff.
- An awareness programme has been organised for the girls students of the college about the use of sanitary napkins.

Sd/-
Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College