



Minutes of IQAC Meetings held during the Academic Session 2017-2018



Meeting Date	Resolved/Discussed	Implementation / Accomplishment
12-6-2017	<ol style="list-style-type: none">1. To do preliminary preparation in line with NAAC requirements within the limited resources and facilities of the college, particularly in academic matters. Emphasis to be given in curriculum, teaching learning, governance, student affairs and distinctive features.2. To take Course Completion Declaration from teachers after session end.3. To take feedback from students and teachers at session end and analyse them for future course of action.4. To constitute necessary cells and committees as per UGC and Govt. guidelines.5. Work toward starting a Publication Cell of the college for which to first publish a quality academic journal and go for necessary ISSN registration shortly.	<ol style="list-style-type: none">1. Departments have started maintaining records of academic activities like syllabus distribution, internal assessment, evaluation, counseling etc. as far as possible. IQAC have prepared academic calendar. Class routines prepared as earlier.2. Departments started syllabus distribution at session start and syllabus completion declaration from teachers at session end3. Arrangement done to collect Students' and Teachers' feedback and do necessary processing.4. Certain cells & committees formed like Anti-Ragging committee, Women's Cell, Internal Complaint Committee, Internal Examination Committee, Budget Preparation Committee, Students' Discipline Maintenance Committee, Function Celebration Committee.5. Measures have been taken to publish one research journal besides college's annual magazine. Responsibility given to appropriate persons. Inauguration of college magazine GKBian and college research journal Luminary on 30-6-2018
9-01-2018	<ol style="list-style-type: none">1. To organise various student related academic activities, Inter-Departmental student activities.2. To apply for NSS, NCC and KKHSOU Study Centre in the college3. To celebrate national and international commemorative and observational days from time to time.4. To work towards augmentation of infrastructure, starting a college canteen, setting up of a small garden5. Proper functioning of the Micro Evaluation Zone started in the college.	<ol style="list-style-type: none">1. Workshop on Seminar Paper Writing, Dr. Runu Borah Saikia, Asst. Prof. Dept. of Education, Cinnamora College was Resource Person was organised on 20-2-2018.2. Application made to appropriate authorities for NSS, NCC and KKHSOU Study Centre3. International Day of Yoga observed in the college with a weeklong Yoga training session beginning from 16-6-2018. Sri Dharani Dutta conducted the training programme.4. Iron railing with gate has been installed in the verandah, two small gardens have been set at different spots as donation from senior teachers.5. Measures taken in that direction.

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Minutes of IQAC Meetings held during the Academic Session 2018-2019



Date & Stakeholder	Resolved/Discussed	Implementation / Accomplishment
25/06/2018	<ol style="list-style-type: none">1. IQAC full body as per proposal of Staff Meeting dated 19.6.2018 was prepared and accepted in meeting.2. Proposal to hold/conduct more student academic activities like departmental & inter-departmental seminars, symposiums, Quiz competitions etc.3. Organise Freshmen Social function in decent way following protocols of mourning of Ex-PM Atal Behari Vajpayee.4. Conduct fair and transparent Student Union Election5. Proposal to conduct minimum number of digital classes by taking help of the GKB Jr. College.	<ol style="list-style-type: none">1. New members inducted into the IQAC as per Staff Meeting dated 19.6.20182. (a) A Quiz competition on Independence Day was organised by the college on 14-8-2018. (b) Inter-departmental seminar paper presentation organised, total 19 seminar papers were presented by students on 26-9-2018 (c) A lecture session was organised by Assamese dept. on the occasion of Gandhi Jayanti on 1-10-2018 (d) A symposium was organised on International Women's Day on 8-3-20193. Freshmen's Social function was completed with unprecedented smoothness and success on 21-8-2018. Cultural function which was organised two days later on 23-8-2018 while observing national mourning of demise of ex-Prime Minister.4. A fair and transparent Students' Union election was conducted safeguarding democratic rights of the student safely on 20-9-20185. Digital class conducted by Dept. of Assamese on 13-9-2018
02/01/2019	<ol style="list-style-type: none">1. Resolution to conduct smooth and fair College Week.2. If CBCS is implemented from the next session, proposal to send teachers delegation to CBCS workshops conducted by university and other organizations. Proposal for financial assistance like joining fee and TA to attend such workshops.3. To approach the MLA, Teok Assembly for classroom enhancement of the college.	<ol style="list-style-type: none">1. The College Week was organised without any issues and grievances from 7th to 12th January, 20192. Six faculty members of the college participated in a One Day Workshop on CBCS held in Jorhat Kendriya Mahavidyalaya on 26-4-2019. The college authority gave Travelling Allowance to participate in the workshop.3. The MLA has been approached and request made for a new classroom building, which has been accepted and promised.

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Minutes of IQAC Meetings held during the Academic Session 2019-2020

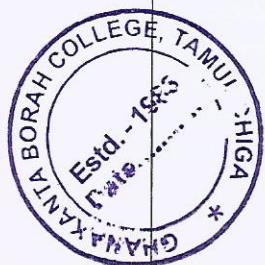


Date & Stakeholder	Resolved/Discussed	Implementation / Accomplishment
17/5/2019	<p>1. IQAC Coordinator Dr. Sunmoni Baruah resigns on personal ground. Pramathesh Deka, Dept. of English takes charge as new IQAC Coordinator. Resolution to work towards NAAC assessment.</p> <p>2. To reactivate cells and bodies which were constituted earlier but not without recent activities.</p> <p>3. To start CBCS courses as instructed by Dibrugarh University from current session. To make classes of 1 hour period and include Tutorial in class routine.</p> <p>4. Emphasis on public interaction, extension activities, enrollment enhancing. A 'Bhaona Sabhah' was proposed for better emotional, devotional ties with the neighbourhood.</p> <p>5. To publish Wall Magazines on departmental level. Proposal to approach some benevolent person for donation of departmental wall magazines.</p> <p>6. (a) To work towards increasing student enrolment in college. (b) Emphasis on regular classes till late afternoon. (c) To start college canteen facility. (d) To improve student toilet facilities particularly for girl students. (e) To develop facilities in the library (f) To give emphasis on scholarship of students. (g)</p> <p>7. To start Certificate Courses by certain departments of the college within limited resources.</p> <p>8. Prepare an Annual Strategic Plan for the College.</p>	<p>1. Activities in line with NAAC assessment started. Society Registration and 12(b) application process given emphasis.</p> <p>2. (a) Internal Complaint Committee was revived. (b) Women's Cell was reconstituted by renaming it as Centre for Women's Studies & Women's Cell. (c) Grievances Redressal Cell was started from 10.6.2019</p> <p>3. Choice Based Credit System (CBCS) started in the college as per university regulations. Class periods are made of 1 hour. Tutorial classes inserted into routine.</p> <p>4. A Bhaona Sabha was arranged in cooperation with, and active involvement of, the neighbouring community.</p> <p>5. Donation of 7 nos. of wall magazine frames by one college alumni Sri Debabrat Gogoi on 9/8/2019, one to each department of the college. Wall magazines of Dept. of Sociology, Education & English inaugurated on 5-9-2019, while those of Assamese, Pol.Science and History on 1-10-2019.</p> <p>6. Matters discussed with appropriate authorities and measures initiated. (f) Exposure visit of students to national award winning local agro-based entrepreneur Dipen Baruah who is also a college alumni on 14/11/2019 Symposium for Gandhi Jayanti by Assamese dept on 1/10/2019</p> <p>7. Measures initiated in this direction.</p> <p>8. A strategic plan within limited resources of the college has been prepared.</p>

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Date & Stakeholder	Resolved/Discussed	Implementation / Accomplishment
18/11/2019	<p>1. To work towards reuniting alumni of the college with the purpose of holding an Alumni meeting in tune with NAAC requirements.</p> <p>2. To start Certificate Courses by certain departments on relevant topics from coming Even semester. Departments to prepare course content, course design etc. as becomes necessary.</p> <p>3. To take and analyse feedback from students and teachers on regular basis</p> <p>4. To boost student centric, experiential and participative teaching learning activities.</p> <p>5. To hold an Alumni Meet and form Alumni Association of the college.</p> <p>6. To resume offering Certificate Courses to Students. To offer some job oriented courses for the Even Semester students and to collect a nominal fees from students to accommodate instructors from outside.</p>	<p>1. Alumni Meet organised on 19/1/2020 and Alumni Association formed on the same day.</p> <p>2. Total 4 Certificate Course started from Even semester commencing from 16/1/2020 by Depts. of English, History, Pol. Science and Sociology. The Certificate Courses are being provided without any fees from the students.</p> <p>3. Feedback from students being taken every semester while from teachers every academic year.</p> <p>4. Micro Finance Awareness Programme organised in college on 10/3/2020. Field study trip to Mukaloni Missing Gaon of students of Education department on 18/3/2020</p> <p>5. An Alumni Meet was organised on 19-1-2020 and Alumni Association was formed which is proposed to be registered.</p> <p>6. Two job oriented Certificate courses started from this session : Beautician course and Spoken English course by English Dept.</p>

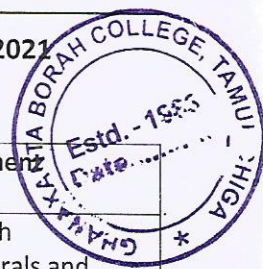


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Minutes of IQAC Meetings held during the Academic Session 2020-2021



Date & Stakeholder	Resolved/Discussed	Implementation / Accomplishment
10/05/2020 Online Mode	<ol style="list-style-type: none"> To continue teaching learning during Covid-19 lockdown condition. All departments to keep in close contact with students during lockdown period. To find ways to attract new students for fresh admission into the upcoming session. College to try to organise academic webinars. Teaching and non-teaching staff to enhance professional skills by participating in various webinars. 	<ol style="list-style-type: none"> Teachers have kept constant touch with departmental students boosting their morals and confidence. New students were contacted and admission done through online mode. College organised two National Webinars: one on E-Resource on 1/7/2020, and the other in collaboration with Majbat College on 4/7/2020. Teaching and non-teaching staff have participated in various national level webinars and workshop in online mode for their professional grooming.
12/08/2020 Online Mode	<ol style="list-style-type: none"> Departments to open departmental Whatsapp groups and start teaching students having basic internet facilities in online mode. Students without internet access should be instructed over phone calls. To organise essay competition by Dept. of Assamese for Gandhi Jayanti celebration in online mode 	<ol style="list-style-type: none"> Departmental and general Whatsapp groups were opened from 21 September and teaching started in online mode. Farewell to outgoing student following covid protocol Freshmen function of new students on 2/1/2021 Online essay competition was organised on 2/10/2020
10/2/2021	<ol style="list-style-type: none"> Departments and Cells to submit one project proposal each to be taken up in the upcoming year. College to start canteen facility for convenience of students and teachers. Cells and Committees to boost activities. 	<ol style="list-style-type: none"> Poetry recitation programme by Dept. of Assamese 27/2/2021. Centre of Women's Studies & Women Cell prepared and published research paper on women participation in Assam assembly election. One temporary canteen with basic facilities was started in the campus. IQAC and Centre for Women's Studies & Women's Cell felicitated local health workers as Covid Warriors on International Women's Day 8/3/2021
20/5/2021 Online Mode	<ol style="list-style-type: none"> To start online class from 24-5-2021 by preparing a class routine To celebrate Environment Day in online mode through some innovative and attractive way To hold online workshops to teach students to prepare face mask and sanitisers at home. To find effective ways to connect to newly passed out HS students so that enrollment can be enhanced. 	<ol style="list-style-type: none"> Regular classes in online mode started following proper class routine from 24-5-2021 which continued till 5-8-2021. A plantation and caption writing competition was held in online mode. Many students got participated in the innovative idea. The Assamese dept. conducted online workshop on face mask making on the Environment Day and distributed them in neighbourhood. NSS Unit of the college conducted face mask and sanitiser preparation workshop in online mode on 1-8-2021 Teachers' & Employees Unit and Entrepreneurship Development Cell of the college conducted a state level Career Counseling Webinar in online mode in which more than 240 students from across the state participated.

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Minutes of IQAC Meetings held during the Academic Session 2021-2022



Date & Stakeholder	Resolved/Discussed	Implementation / Accomplishment
7/9/2021	<ol style="list-style-type: none">1. To start the new admission and teaching process with robustness after Corona second wave lockdown.2. To boost student activities to bring back confidence in students	<ol style="list-style-type: none">1. New Admission Merit List publish 11/9/2021 Odd sem class start in offline mode 13/9/20212. Gandhi Jayanti Cleanliness drive by NSS 2/10/2021 NSS Clean India Campaign 22-27/10/2021 Workshop on GD by English Dept 20/11/2021 Workshop on Poetry Writing by Eng Dept 4.12.21 Inter-college Volleyball participation first time on 9/12/2021 Workshop on Entrepreneurship 21/12/2021 Workshop on Knitting & Crochet (Ass) 22/12/2021 Workshop on Seminar Writing(Ass,Soc) 23/12/2021 Yoga training at CKB 28-30/12/2021
15-2-2022	<ol style="list-style-type: none">1. To start preparation for NAAC accreditation. Faculty members to attend NAAC related workshops etc. for better understanding of NAAC process.2. Proposal to constitute full fledged IQAC committee of the college following revised NAAC regulations.3. Proposed to sign MoU with Rengoni-A Hope (NGO) and take Gorla Pathar Changmai Gaon as adopted village of the college.4. To start an Incubation Centre of the college in the adopted village5. To include a Special Inter Dept. Class in Class Routine to familiarize students with cross cutting issues scattered in various departments.6. To organise Parent Teacher meet with the purpose of forming a Parent-Teacher Association of the college.	<ol style="list-style-type: none">1. 7 Criterion Committees formed for better development of NAAC accreditation process. The Criterion Committees put road maps for the preparation. Faculties attended NAAC workshop at Nabin Bordoloi College on 9/2/20222. A Full fledged IQAC committee formed in meeting dated 7-5-20223. MoU with Rengoni-A Hope was signed on 28-3-2022 and Gorla Pathar Changmai Gaon has been taken as college's adopted village in the meeting at the village dated 28-3-2021. The college students conducted socio-economic survey of the village and college NSS unit has conducted Special Camp from 4-11/4/2022 and carried out various extension activities.4. An Incubation Centre name Amity Weavers has been started in the adopted village in collaboration with the womens' wing of the village from 13-5-2022.5. Inter Departmental Special Classes for sensitizing students to cross cutting issues scattered in different departments are being conducted on every Saturdays.6. A Parent Teacher meeting has been held on 7-6-2022 and a Parent Teacher Association formed

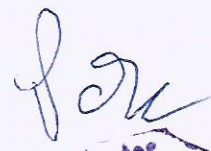

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7-5-2022	<ol style="list-style-type: none"> 1. To make more use of ICT tools in classrooms and the college to provide necessary facilities. 2. To go for digital automation of the college library within very short time. 3. To conduct more awareness programmes in and out of college. 4. To start Inter Departmental class exchange and collaborative works between departments inside the college and with neighbouring colleges. 5. To conduct a workshop on Lesson Plan Preparation under the banner of IQAC for the college faculty members. 	<ol style="list-style-type: none"> 1. The college has procured one LCD projector and two Smart TVs and have installed in classrooms. 2. Library automation process using KOHA software has been done. One new desktop computer has been purchased for the purpose. 3. Awareness programme titled 'Women's Health Awareness Programme' was conducted by the college in the adopted village Garia Pathar Goan on 27th October 2022. Another awareness programme Tobacco related health hazards were organised in the college on No-Tobacco Day 31-05-2022. 4. As a part of Inter-College Teacher Exchange Programme, Dr. Sunmoni Baruah, Astt. Professor, Dept. of Assamese held one class at Chandra Kamal Bezbaruah (CKB) College, Teok on 04-06-2022. The Departments of Education and Political Science of the college undertook Inter-Departmental teacher exchange programme on 17-06-2022, whereas Department of Assamese and Sociology of the college had teacher exchange programme on 04-06-2022. Students of Dept. of Education have participated in a Literacy Survey planned by Dept. of English as a Field Work 5. The IQAC of the college arranged training programmes on Teaching Plan preparation for the faculty members of the college



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