

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 01/07/2019:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 01/ 07 / 2019 at 11:00 AM at the office of IQAC of Kokrajhar Govt. College, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss following agenda.

Agenda of the Meeting:

1. Check out of the programme to be carried out in coming session.
2. Execution of the programme.
3. Functioning of different cells & committees.

Resolutions taken in the meeting:

1. It is resolved unanimously that update of personal and departmental profiles to be made immediately.
2. It is resolved that the coordinator, IQAC will visit the departments to make understand what to do and what not to do.
3. It is resolved that update of result of last semesters to be made by the office staff immediately.

MINUTES OF GENERAL MEETING OF IQAC HELD ON 09/08/2019:

A general meeting of IQAC, Kokrajhar Govt. College was held on 09/08/2019 (Friday) at 2:00 PM at the Conference Hall of the college, under the presidentship of Dr. Banabina Brahma, Principal i/c of the college to discuss the following agenda.

Agenda of the Meeting:

1. Introduction of new P.G. departments.
2. To discuss probable initiative towards quality enhancement of teaching learning.
3. To discuss regarding acquisition of land for expansion.
4. Miscellaneous

In the meeting, the members present presented their views on the agenda and after thorough discussion the following resolutions have been adopted unanimously.

Resolutions taken in the meeting:

Resolution No 1. It is resolved to apply for permission from the university to open MA courses in History and Economics.

Resolution No 2. It is resolved to approach nearby reputed institutions to collaborate in academic area to enhance the quality of teaching and learning.

Resolution No 3. It is resolved to approach the concerned authority of land and revenue for allotment of additional land as the existing plot of the college is not adequate.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 04/09/2019:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 04/ 09/ 2019 at 3:30 PM at the Conference Hall of the College, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Action taken report of previous NAAC inspection.
2. Miscellaneous.

Resolutions taken in the meeting:

1. The meeting discussed the plans of institution as mentioned in the AQAR of the session 2017-2018 and expressed its satisfaction on successfully achieving 15 Nos. of new class rooms, a seminar hall, up-gradation of library with the installation of SOUL 2.0 and some computer equipment and online UPS, renovation of bathroom & toilets of all the three hostels, national seminar by the Department of Bodo in collaboration of Sahitya Akademi and Bodo Teachers Association, increase of 06 seats in the girls hostel, Wi-Fi enabled campus.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 26/12/2019:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 26/12/2019 at 2:00 PM at the office of the IQAC, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Finalisation of AQAR 2018-2019

Resolutions taken in the meeting:

1. The meeting resolved to treat the AQAR 2018-2019 as final and be uploaded on 31-12-2019 in the NAAC website.

After adopting the resolution, the meeting was declared over.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 26/02/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 26/02/2020 at 2:00 PM at the office of the IQAC, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Formation of committee for draft SSR
2. Formation of different committees like Admission committee, Prospectus committee, Calendar committee, Routine committee.
3. Submission of criteria wise plans for academic session 2019-20.
4. Misc.

Resolutions taken in the meeting:

After a thorough discussion the house adopted the following resolutions:

1. Resolved to appoint a System Administrator to look after the college website and other e-management.
2. Resolved to request the office of the principal to form committee for draft SSR & student mentoring.
3. Resolved to ban all plastic (harmful and avoidable) inside College Campus.
4. Resolved to distribute student feedback form for evaluation purpose to the BA/BSc final year students and collect those within the month of April, 2020.

After this the meeting came to an end.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 06/03/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 06/03/2020 at 3:00 PM chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Discussion of execution of plans of AQAR 2018-19.
2. Discussion on preparation of draft SSR.
3. Miscellaneous.

The meeting discussed the execution of future plans of AQAR 2018-19, criteria wise as per NAAC manual. After a thorough discussion several plans to be executed were prioritized and every member were entrusted for execution for their respective category wise plans.

Resolutions taken in the meeting:

1. To organize workshop for non-teaching staff
2. To organize seminar on Intellectual property Right.
3. To set up Incubation Centre
4. To constitute code of conduct committee and prepare booklets.
5. To revive Certificate course of Computer Science Department.
6. Five days teacher training workshop for school teachers in Science and English.
7. Collaboration with various institution to formalize MOU for teacher exchange prog.
8. To collaborate IIT for student visit, internship
9. To take Feedback from other stake holders. viz. teachers, parents/guardians and alumni.
10. To install solar energy/panel
11. To do energy audit & green audit
12. To sign MOU with SLRM, Kokrajhar Municipality Board.
13. To organise parent meet in June, after new session starts.
14. To maintain diary for
 - different committee
 - HOD's of all dept.
15. To organize counselling session in girl hostel.
16. To engage female security in college campus.
17. To make day care centre/room for female employee. `

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 08/05/2020:

An urgent executive meeting of IQAC, Cell, Kokrajhar Govt. College was held on 08/05/2020 at 11:00 AM, maintaining all covid protocol of central and State government at the ground floor of Administrative Block of the Kokrajhar Govt. College, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, Kokrajhar Govt. College to discuss the following agenda.

Agenda of the meeting:

1. Preparation of SSR (Progress)
2. Discussion on latest NAAC circular
3. Miscellaneous

Resolutions taken in the meeting:

1. The meeting discussed the preparation and progress of SSR, considering the latest NAAC circular about the extension of validity of accreditation states. The meeting discussed and advised the members of SSR preparation team to continue their task from home due to lockdown.

MINUTES OF ONLINE MEETING OF IQAC WITH HoDs HELD ON 17/07/2020:

A meeting of IQAC, Kokrajhar Govt. College with the HoD's, was held on 17/07/2020 at 4:00 PM, via Cisco Webex (Online platform), chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the Meeting:

1. Regarding entrust of responsibilities of holding online webinars to IQAC.
2. Formation of committee for smooth conduction of webinars.
3. Selection of topics.
4. Selection of resource person.
5. Fixation of remuneration for resource person.
6. Preparing of soft copy of posters & certificates and other necessary materials for the purpose.
7. Miscellaneous.

Resolutions taken in the meeting:

1. Resolved unanimously that the online webinars will be held under the aegis of IQAC, Kokrajhar Govt. College.
2. Resolved unanimously that a committee will be formed for the smooth conduct of online webinars.
3. Resolved unanimously that selection of topics and resource person are to be made by the committee in consultation with the Co-ordinator IQAC and Principal, Kokrajhar Govt. College.
4. Resolved unanimously that Rs. 2000 is fixed for resource person from Indian while Rs. 3000 is fixed for resource person from abroad.
5. It is resolved that preparation of certificate, banner/card and other online material are to be made under the leadership of Mr. Pransis Narzaree, HoD computer science while Mr. B.N Swrgiary, Mr. D.K. Chetry, Mr. Leeladhar Chouhan, Mrs. Soma Dewanjee and Mr. Subhamoy Mazumder will assist him.

The Principal urged the members of the committee to co-operate to make the webinars a grand success.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 29/08/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 29/08/2020 at 7:00 PM via Cisco Webex (Online platform), Chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Progress of SSR Presentation.
2. Problems of data collection
3. Preparation of executive summary
4. Preparation of IIQA
5. Time frame of Draft SSR
6. Preparation of AQAR: 2019-20 session
7. Misc.

Resolutions taken in the meeting:

1. The meeting felt the need to accelerate the speed of preparation of SSR which was retarded by lockdown imposed due to COVID-19 pandemic. Therefore, it is resolved to work in teamwise maintaining social distancing.
2. The house resolved to acquire/purchase one laptop and one desktop for IQAC for convenient operation of the cell.
3. The house resolved to appoint System Administrator to look after the college website and MIS which was earlier outsourced, keeping in view the problems encountered.

After reading out the resolution adopted and acceptance of the same, Dr. B. Brahma, Principal delivered her presidential speech and Mrs. Anjalee Basumatary offered her vote of thanks and the meeting was declared over

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 14/09/2020:

An Executive Meeting of IQAC, Kokrajhar Govt. College was held on 14/09/2020 at 11:00 AM at the office of the IQAC, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Progress of different aspects of SSR preparation.
2. Miscellaneous.

The house listened to the verbal report of all members present in the meeting and resolved the following minutes.

Resolutions taken in the meeting:

1. The meeting expressed its concern and view on the progress of SSR preparation and felt that the committee must work as fast as possible to compensate the slow progress which occurred due to nationwide lockdown due to COVID- 19.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 06/11/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 06/11/2020 at 11:30 AM at the office of the IQAC chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. To discuss about the report submitted by Co-ordinator, IQAC, on departmental visit.

Resolutions taken in the meeting:

1. Resolved unanimously that departments of the college should be given a lump-sum amount for maintenance and upliftment of the departments.
2. It is resolved that the Principal of the college is requested to take necessary action to fix the amount with Head of departments and grant the amount as soon as possible.

MINUTES OF GENERAL MEETING OF IQAC HELD ON 23/11/2020:

A general meeting of IQAC, Kokrajhar Govt. College was held on 23/ 11 / 2020 at 12:00 Noon at the Seminar Hall (AB-1), chaired by Dr. Banabina Brahma, Principal, to discuss the following agenda.

Agenda of the meeting:

1. NAAC Inspection.
2. Preparation of SSR/AQAR.
3. Activities of the departments.
4. Activities of the cells.
5. Misc.

Resolutions taken in the meeting:

1. Resolved unanimously that there shall be regular general meeting with all the HoD's, faculty members and various cells on every Saturday and executive meeting of IQAC on every Thursday for the time being up-to December, 2020.
2. It is resolved that a Mentor Committee will be formed in the next general meeting i.e. 28/11/2020 (Saturday).

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 26/11/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 26 / 11 / 2020 at 11:00 AM at the Seminar Hall (AB-1), chaired by Dr. Banabina Brahma, Principal, to discuss the following agenda.

Agenda of the meeting:

1. NAAC Related Works
2. Misc.

Resolutions taken in the meeting:

1. As per AQAR report already submitted to the NAAC, UGC, all the information to be entered in the SSR to be prepared.
2. It is resolved that the data of full-time teacher to be clearly mentioned and enter their publications too.
3. It is resolved that the articles published other than peer review and UGC Journals to be entered in the Publication.
4. A mentor to be appointed for overall development of the college.

MINUTES OF GENERAL MEETING OF IQAC HELD ON 28/11/2020:

A General Meeting of IQAC, Kokrajhar Govt. College with the HoD's, Faculty Members and various cells was held on 28/11/2020 at 12:00 Noon at the Seminar Hall (AB-1), chaired by Dr. Banabina Brahma, Principal, to discuss the following agenda.

Agenda of the Meeting:

1. Formation of Mentor Committee.
2. Webinar on NAAC Inspection.
3. Result Analysis.
4. Career Counselling / Extension Education Extension Service Cell
5. Formation of Code of Conduct Committee.
6. Misc.

Resolutions taken in the Meeting:

1. Mentor Committee was constituted comprising of the following members:

Chairperson	: Dr. Banabina Brahma, Principal
Vice Chairperson	: Mrs. Anjalee Basumatary, Coordinator, IQAC
Convener	: Dr. Sushanta Narzary
Joint Convener	: Mr. Dhiren Kr. Chetry
Members	: Mr. Ananius Hembrom
	: Dr. Hiralal Choudhury
	: Dr. D. D. Mwchahary
	: Dr. Roselin Basumatry
	: Dr. Kashturi Chakraborty

2. It is resolved that online workshop on NAAC related activities will be organized and the responsibility of organising the said event be entrusted to already existing committee formed for webinars.

3. A Committee for Result Analysis was constituted comprising of the following members:

Convener	: Mrs. Smritimayee Sharma
Members	: Mr. Pranjol Kr. Roy
	: Ms. Jaba Rani Narzary

4. A Committee for Code of Conduct was constituted comprising of the following members:

Chairperson	: Dr. Banabina Brahma, Principal
Vice Chairperson	: Dr. Shibu Basak, HoD, Mathematics
Convener	: Dr. S.J. Wary, HoD, English
Members	: Mrs. Sulochona Brahma, HoD, Education : Dr. Bimal Kt. Basumtary, Asso. Prof. History : Dr. Berlao K. Karjie, Asso. Prof. Political Science : Rukendra Nath Brahma Rtd. Judge (Legal Advisor) : Mr. Chandan Paul (Guardian)
Ex-officio Members	: Coordinator, IQAC, KGC : Secretary / President, KGCTA : Convener, Women Cell, KGC : Superintendents of Hostels : Supervising Asstt, KGC : General Secretary, KGCSU

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 03/12/2020:

An executive meeting of IQAC, Cell, Kokrajhar Govt. College was held on 03/12/2020 at 12:00 noon at the office of the IQAC, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. To conduct a webinar regarding quality enhancement strategies for NAAC visit.
2. Misc.

Resolutions taken in the Meeting:

1. It is resolved unanimously that the topic for forthcoming webinar for the purpose of NAAC peer team visit is fixed as “Quality Enhancement of Institution with reference to NAAC Parameters.
2. The house request hon’ble coordinator, IQAC to communicate with the office of NAAC to enquire whether the new format to be used for preparation of SSR/AQAR.
3. It is resolved unanimously that those research publication without having DOI are to be included in the category of chapters of Books/articles in magazines etc. The same has been entrusted to Dr. A. Phukon who is looking after the subject.

MINUTES OF EXECUTIVE MEETING OF IQAC HELD ON 24/12/2020:

An executive meeting of IQAC, Kokrajhar Govt. College was held on 24/12/2020 at 12:00 noon at the office of the IQAC, chaired by Mrs. Anjalee Basumatary Co-ordinator, IQAC, to discuss the following agenda.

Agenda of the meeting:

1. Submission of IQA.
2. Miscellaneous.

Resolutions taken in the meeting:

1. The house discussed upon “the list of documents to be uploaded in pdf format” and resolved that the coordinator of IQAC be requested to take necessary steps to upload the all-requisite documents related to IQAC as early as possible in the website.
2. The house decided to work regularly with the different sub. Committee to complete the SSR and AQAR within stipulated time.
3. The house decided to request the authority for providing more laptops/desktops for the smooth functioning of the workload.



(Mrs. Anjalee Basumatary)

Coordinator, IQAC
Kokrajhar Govt. College

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