

Dated, 10th August, 2018

IQAC meeting with members

On 10/08/2018, a meeting of IQAC, with its members, were held under the chairmanship of Dr. Sagar Boruah to discuss the under mentioned agenda.

**Agenda: 1. discussion on the academic culture of the college
2. Others**

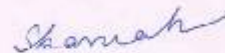
At the meeting the following decisions are adopted:

1. All the HoDs of the respective departments are requested to enhance the percentage of attendance.
2. It is planned to allow those faculty members who's OP/RC are due to attend the same within the schedule time.
3. It is planned to collect new database for Central Library. Including CD collection to subscription of e-journals, e-books, etc. are planned.
4. The Coordinator of IQAC proposed timely arrangement for the appointment of new Principal after the retirement of current one.
5. Planned to organize remedial classes for weak learner that entered as new comer for 2018/19 academic session.



Coordinator
IQAC

Khagarijan College, Nagaon
Coordinator
IQAC
Khagarijan College



Principal
Khagarijan, College
Nagaon
Principal
Khagarijan College
Nagaon (Assam)



IQAC Meeting, 10/08/2018
Khagrijan College, Nagaon

Sl No	Name of the members	Designation	Signature
1	Dr Sagar Baruah	Chairperson	Shamoh
2	Sri Rameswar Kurni	Coordinator	[Signature]
3	Dr Jonaram Nath	Member	[Signature]
4	Sri Chow Kotong Lungking	do	[Signature]
5	Md Rayhanul Ahmed	do	[Signature]
6	Sri Deepak Kr Sarkar	do	[Signature]
7	Md Ashruful Alam Choudhury	do	Absent
8	Ms Rupshree Devi	do	R. Devi
9	Md Maitul Hoque Akanda	do	[Signature]
10	Sri Biran Bora	Management Representative	Absent
11	Md Hasan Ali. Rtd. ADC	Administrative Officer	[Signature]
12	Sir Dambarudhar Saikia, Rtd. ADC	do	Absent
13	Sri Lalit Datta, Rtd. ACE	do	Absent
14	Sri Anrendra Sharma, Rtd. Prof.	Local Representative	[Signature]
15	Sri Manash Pratim Nath	Industrial Representative	Absent
16	Sri Deepak Bora	Alumni Representative	[Signature]
17	Sahil Pervez Ahmed	Student Representative, UG	[Signature]
18	Ishark Khanam Mazumdar	do	Absent
19	Sahanara Begum	Student Representative, PG	Sahanara Begum
20	Pakija Alam	do	Fatima Alam

Coordinator
IQAC
Khagrijan College

Principal
Khagrijan College
Nagaon (Assam)

Date: 11th October, 2018.

IQAC meeting with its members and Convenor of Grievance Redressal Cell.

A meeting of IQAC members and the Convenor of Grievance Redressal Cell is organized on 11/10/2018 under the chairmanship of Dr. Sagar Boruah, Principal of the College and the Chairperson of IQAC, to discuss the under mentioned agenda.

- Agenda: 1. Discussion on academic issues.
2. Others (matters related to Grievances and Redressal Cell).


Minutes:

1. Proposal adopted for conduction of Academic and NSS Unit's Audit of the forthcoming session.
2. Proposal adopted for the conduction of the audit of the newly constructed Sports Hostel.
3. Planned to organize inter departmental faculty exchange programme as part faculty Development Programme and the benefit of the students.
4. Decided to hold Departmental Promotion Programme for the promotion due faculty members.

Grievance Redressal Cell:

The Convenor of Grievance Redressal cell outlined the following rules to manage any type of sexual harassment within the college premises....

1. Awareness programme should be organized among the students to check any type of sexual harassment.
2. Planned to entangle Women Cell of the College to address the issues of Sexual harassment.
3. Planned to encourage the girls to lodge complain of any type of harassment they faced in college premises.


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IQAC Meeting, 11/10/2018
Khagrijan College, Nagaon

Sl No	Name of the members	Designation	Signature
1	Dr. Sagar Baruah	Chairperson	Shamsh
2	Sri Rameswar Kurmi	Coordinator	Dr. Kurmi
3	Dr. Jnanam Nath	Member	Dr. Nath
4	Sri Chow Kotong Lengking	do	Dr. Lengking
5	Md Rayhanul Ahmed	do	Dr. Ahmed
6	Sri Deepak Kr Sarkar	do	Dr. Sarkar
7	Md Asraful Alam Choudhury	do	Absent
8	Ms Rupshree Devi	do	R. Devi
9	Md Mainul Hoque Akanda	do	Akanda
10	Sri Biren Bora	Management Representative	Absent
11	Md Hasan Ali, Rtd. ADC	Administrative Officer	Ali
12	Sri Dambarudhar Saikia, Rtd. ADC	do	Absent
13	Sri Lalit Dutta, Rtd. ACE	do	Absent
14	Sri Amarendra Sharma, Rtd. Prof.	Local Representative	Sharma
15	Sri Manasi Pratim Nath	Industrial Representative	Nath
16	Sri Deepak Bora	Alumni Representative	Deepak Bora
17	Sahil Pervez Ahmed	Student Representative, UG	Ahmed
18	Ishak Khanam Mazumdar	do	Absent
19	Sujanara Begum	Student Representative, PG	Begum
20	Pakiza Alam	do	Pakiza Alam

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Khagrijan College

Principal
Khagrijan College
Nagaon (Assam)

Date: 23rd January, 2019.

IQAC meeting with Faculty members and Librarian.

The IQAC, Khagarijan College, organized a meeting with the faculty members and Librarian on 23rd January, 2019

, under the Chairmanship of Ms. Selima Sultana Kharalakar, Principal I/C of the college, to discuss under mentioned agenda.

Agenda: 1. Discussion on NAAC assessment.


2. Academic Discussion
3. Renovation of IQAC
4. Others

Minutes: NAAC


1. IQAC Coordinator planned to organize NAAC related quality workshop for NAAC assessment.
2. Planned to organize institutional level workshop to train up the faculty members and the members of IQAC for NAAC related development.
3. Planned to invite expertise on NAAC from NAAC office to IQAC for its proper management.

Academic:

1. Planned to start Diploma Course in Beautician & fashion Designing.
2. Proposed to apply Post-Graduate Course for the Department of Education.
3. Proposed to introduce study centre of IDOE. (Gauhati University), Krishna Kanta Handique Open University, IGNOU. & D.LcD.
4. Proposed for immediate automation of the Central Library.
5. Proposed for the introduction of Physical education.
6. Planned to enter into Unnat Bharat Abhiyan.
7. Proposed to display class routine in Flex banner.
8. Proposed to introduce SMS alert system.


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Principal I/C
Khagarijan College
Nagaon : Assam



IQAC Meeting, 23/01/2019
Khagrijan College, Nagaon

Sl No	Name of the members	Designation	Signature
1	Ms Selima Sultana Khandakar	Chairperson	
2	Sri Rameswar Kurni	Coordinator	
3	Dr Jonarata Nath	Member	
4	Sri Chow Kotong Lungking	do	
5	Md Rayhanul Ahmed	do	
6	Dr Deepak Kr Sarkar	do	
7	Md Ashrafud Alara Choudhury	do	
8	Ms Rupshree Devi	do	R. Devi
9	Md Mamul Hoque Akanda	do	
10	Sri Biran Bora	Management Representative	Absent
11	Md Hasan Ali, Rtd. ADC	Administrative Officer	
12	Sir Dambarudhar Saikia, Rtd. ADC	do	Absent
13	Sri Lalit Dutta, Rtd. ACE	do	Absent
14	Sri Amrendra Sharma, Rtd. Prof.	Local Representative	
15	Sri Manash Pratim Nath	Industrial Representative	Absent
16	Sri Deepak Bora	Alumni Representative	
17	Sahil Pervez Ahmed	Student Representative. UG	
18	Ishak Khanam Mazumdar	do	Absent
19	Sahanara Begum	Student Representative. PG	Sahanara Begum
20	Pakiza Alam	do	Pakiza Alam

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Date: 6th April, 2019

IQAC meeting with Admission Committee

A meeting of IQAC is organized with the Admission Committee of the college on 6th April, 2019, at Room No. 16, under the Chairmanship of Ms. Selima Sultana Khandakar, I/C Principal, to discuss the following agenda:

Agenda: Forthcoming admission process.

Minutes: Admission:


The admission committee's convenor Dr. Kavita Goswami, faculty, department of Assamese, proposed the following rules to be adopted for next admission session..

1. She proposed that the prospectus and the admission details should be uploaded in the college website for the better information to stakeholders.
2. At the time of the admission, the government scheduled roster point should be strictly followed.
3. Planned to attract the students from outside the parent district.
4. Proposed to form a Scrutination committee for selection.
5. Proposed that after scrutination, the meritorious students will be given admission at the first come first chance basis.
6. Proposed to restrict the cut off marks 40%.
7. Below 40% holders can be considered only after getting undertaking from their parents on incumbent's academic performance.



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IQAC Meeting, 06/04/2019
Khagrijan College, Nagaon

Sl No	Name of the members	Designation	Signature
1	Ms Selima Sultana Khandakar	Chairperson	
2	Sri Rameswar Karmal	Coordinator	
3	Dr Jonaram Nath	Member	
4	Sri Chow Kotong Lungking	do	
5	Md Rayhanul Ahmed	do	
6	Dr Deepak Kr Sarkar	do	
7	Md Ashrafat Alam Choudhury	do	
8	Ms Rupshree Devi	do	R. Devi
9	Md Mainul Hoque Akanda	do	
10	Sri Biren Bora	Management Representative	
11	Md Hasan Ali, Retd. ADC	Administrative Office:	
12	Sir Dambarudhar Saikia, Retd. ADC	do	Absent
13	Sri Lalit Dutta, Retd. ACE	do	Absent
14	Sri Amrendra Sharma, Retd. Prof.	Local Representative	
15	Sri Manash Pratim Nath	Industrial Representative	
16	Sri Deepak Bora	Alumni Representative	
17	Sahil Perver Ahmed	Student Representative, UG	
18	Ishak Khanam Mazumdar	do	Absent
19	Sahanara Begum	Student Representative, PG	Sahanara Beg
20	Pakija Alam	do	Fakiza Alam

21 dr. Kavita Borah member, A. Com.

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Principal IQAC
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