



OFFICE OF THE PRINCIPAL
KHAGARIJAN COLLEGE

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Ref.No :-

Date: -

From,

Dr. Ramesh Nath, M.Sc, B.Ed, Ph.D

Principal & Secretary

**Supporting Document for
Self Study Report: 2023**

Criterion I Metric No: 1.2.1

Additional information

Principal
Khagarijan College

Principal
Khagarijan College
Nagaon (Assam)

sample of proceeding: Beautician cum Hairstylist

Hiclass

IMPRESSIONS

**EXCLUSIVE
LONG BOOK**

Proceeding Book
Skill Course
Dept of Economics
Khazarijam College



Skill Course Committee

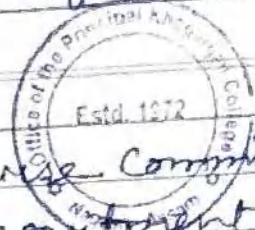
Course Co-ordinator: Usmme Salma
HOD, Dept. of Economics

Member: Mr. Ehtesham Sarkar, Co-ordinator,
Net Skill Foundation, Nagaon
Dr. Rameswar Kutomi, IBAC
Co-ordinator

Course Name - Beautician cum Hairstylist


Khagarijan College
Nagaon, Assam

SKILL Course Committee Meeting
Date - 15/12/21, Venue - Department of Economics.



A meeting of Skill Course Committee is held on 15/12/2020 in the Department of Economics, Khagarijan College at 2 P.M. to discuss the following agenda.

Agenda

1. Discussion on opening of skill course.
2. Discussion on the subject of skill course.
3. Discussion on duration & total marks of the course.
4. Admission process.

Members of the Committee

- | | |
|--------------------|--|
| 1. Ummme Salma | |
| 2. Rameswar Kumari | |
| 3. Abteshram Barua | |

After a fruitful discussion on the above mentioned agenda, the following resolutions have been adopted unanimously.

Resolution No. 01

It has been resolved that as per the resolution of IOAC, ^{Khagarijan College} and MOU partner, Net Skill Foundation, Nagaon, Assam, the Department of Economics has planned to start a skill course from

Resolution No. 02

It has been resolved that Beautician Hairstylist will be the skill course for the Department of Economics.



Resolution No. 03

After the above discussion the committee resolved that the time duration of the course will be 54 hours and the syllabus will be prepared within one week and the same will be submitted to the office of the IQAC and Academic Committee.

Resolution No. 04

The Committee resolved that as the course will be of ^{one year} (54 hours), so, all the students of all the semesters can enroll into the course. One TOT (Trainer of Trainers) will be endorsed by Net Skill Foundation to teach the students.

Action Taken Report

As per the decisions of the committee meeting, the following measures have been immediately taken.

R. No. 01 :- The first batch of the skill course will be started from Feb, 2021

R. No. 02 :- The Committee will send the details of the syllabus of the course to the office of IQAC and Academic Council for approval.

R. No. 03 - The Committee has given the responsibility for drafting the syllabus of the course to Mrs. Usmine Sabma, & Rupali Talukdar.

R. No. 04 - The Committee will notify the details of admission procedure within



two days of the completion of the syllabus.

R.No. 05

Miss Najia Hassan has been endorsed by Net Skill Foundation, MOU Partner to teach the students about the course



Skill Course Committee Meeting

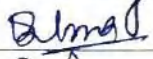
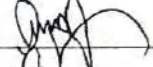
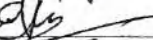
Date - 19/01/2021

Venue - Department of Economics

Agenda -

1. Discussion on syllabus
2. Admission procedure
3. Class Management

Members present in the meeting

1. Ummal Sabma 
2. Rameswar Kurmi 
3. Ehtesham Sarkar 

After detail discussion on agenda 1, 2 & 3 the following resolutions have been adopted.. unanimously. -

Res. No. 1

The meeting resolved that the total marks for the skill course will be 100 & the draft syllabus, shown below has been adopted for the course.

Course Code: BWS/Q 0202

Total Marks: 100

Theory: 50, Practical: 50

Unit: 01

Introduction

Unit 1.1 - Icebreakers

Unit 1.2 - Objectives of the course

Unit 1.3 - Beauty and wellness Industry in India

Unit 1.4 - Career Progression.



2. Basic skincare Treatment

- Unit 2.1 - Facial Care and Face Cleanup Process
- Unit 2.2 - Techniques of Face cleaning
- Unit 2.3 - Handling the client
- Unit 2.4 - Health and Safety Standards.

3. Basic Epilation Services

- Unit 3.1 - Waxing Services
- Unit 3.2 - Threading Services.

4. Nails

- Unit 4.1 - Preparation of clients
- Unit 4.2 - Carrying out Manicure Services
- Unit 4.3 - Carrying out Pedicure Services
- Unit 4.4 - Process of applying nail polish
- Unit 4.5 - Mehendi application on hands.

5. Assistance to the Beauty Therapist

- Unit 5.1 - Arranging Tools and Products
- Unit 5.2 - Cleaning up Post-Treatment Waste

6. Make up

- Unit 6.1 - Fundamentals of make up
- Unit 6.2 - Identification of basic skin types (oily, dry, normal and combination) and skin tone.
- Unit 6.3 - Range of make-up products to suit skin tones and age groups.

7. Spa

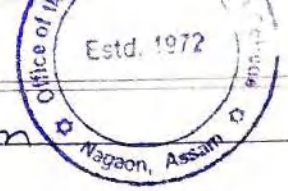
- Unit 7.1 - Spa Therapy techniques
- Unit 7.2 - Operational Knowledge of tools and equipment
- Unit 7.3 - Application of products based on different skin types.

Khagarijm College
Nagaon, Assam

8. Annexures :

Annexure I : Training delivery plan

Annexure II : Assessment Criteria



Resolution No. 02

The department decided to offer the course totally free of cost as the part of skill enhancement

Resolution No. 03

After thorough discussion, the committee resolved that the classes will be held after 1 P.M. and four days in a week.

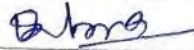
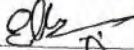
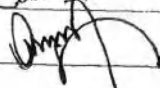


Committee Meeting
Date - 08/02/2021

Agenda

1. Admission date & Notification
2. Commencement of Classes

Significant of the members.

1. Ummel Sabma 
2. Eshesham Sankar 
3. Rameswari Kumari 

After discussion on agenda no 1 & 2 the following decisions have been adopted.

Resolution No. 01

Discussed threadbare and resolved that for the first batch admission of the course the notification will be published on 19/02/21 and admission will start from 03/03/2021

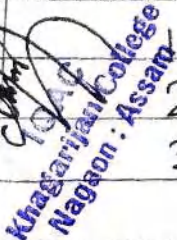
Resolution No. 02

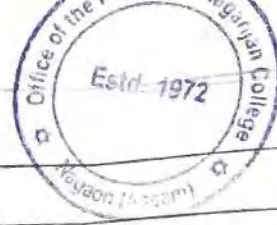
It has been resolved by the committee to start the classes from 15/03/2021

Resolution No. 03

The responsibility of admission procedure and notification is given to Mrs. Ummel Sabma, HOD and the convenor of the course.

1. Notification Date: - 19/02/2021
2. Admission date: From 03/03/2021
3. Class Commencement: 15/03/2021





সম্মতিস্বরূপে ৪, মেমোরিয়া বিদ্যালয় - Certificate Course ৰ
কার্যবিবরণীৰ - ব্যাখ্যা প্রদান - কৰা হ'ল।

Course Name: সৃষ্টিশীল গল্প

Course Duration: ০৬ মাস।

Course Programme: CPI

Course Coordinator: ড. জয়নন্দন শৰ্মা

'সৃষ্টিশীল গল্প' Certificate Course ৰ গঠনমূলক
৪ ব্যক্তি ড. জয়নন্দন শৰ্মাক মুখ্য-গোষ্ঠাসক -
বিচলন-লি-লেভ-বিদ্যা-ইকাল-কৰ্মাণ্ডি মন -
উদ্ধৃত কৰা হ'ল -।


মুখ্য-গোষ্ঠাসক: ড. জয়নন্দন শৰ্মা, মুৰব্বী -
গোষ্ঠাসক, মেমোরিয়া বিদ্যালয়।

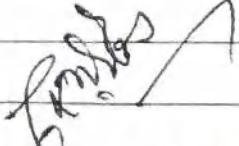
গোষ্ঠাসক : ড. স্বপ্নাধৰাণী শৰ্মা, সহকারী -
গোষ্ঠাসক, মেমোরিয়া বিদ্যালয়।

গণস্বয় : ড. সীতাধৰাণী শৰ্মা, সহকারী -
গোষ্ঠাসক, মেমোরিয়া বিদ্যালয়।

শ্রী-সীতাধৰাণী শৰ্মা, সহকারী -
গোষ্ঠাসক, মেমোরিয়া বিদ্যালয়।

গোষ্ঠাসক Certificate Course ৰ কার্যবিবরণী -
৪ ব্যক্তি ০৬ মাসীয়াত মেমোরিয়া বিদ্যালয়ত হ'ল।


Principal
Khagarijan College
Nagaon


ড. জয়নন্দন শৰ্মা
মুৰব্বী-গোষ্ঠাসক
মেমোরিয়া বিদ্যালয়

ଆନୁମୋଦିତ ମାତ୍ର -
ତାରିଖ - 26/02/2025
ଫରମ: ଗୋରୀମୁଖ ବିଭାଗ



ଗୋରୀ-ଧରାବାଜୀ 26/02/25 ତାରିଖ ମଧ୍ୟମ ସମ୍ପର୍କ ଗୋରୀମୁଖ
ବିଭାଗ - Certificate Course ମାଧ୍ୟମରେ ମାମୁଣ୍ଡି ମହାବି
ଦାଳୀ - ମହା ବିଳାସ 0:00 ବଜାରେ ଗୋରୀମୁଖ ବିଭାଗ -
ସୁଚକୀ ବୈଷ୍ଣବୀନାଥ ଡା (ଗୋରୀମୁଖ ମଧ୍ୟମ ମାମୁଣ୍ଡି ଡା, ଗୋରୀମୁଖ
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ସାହାଯ୍ୟ ବାବୁ ଗୋରୀମୁଖ - 25 ।

ଗୋରୀମୁଖ ବିଷୟ:

- 1/ ଗୋରୀମୁଖ ବିଭାଗ ଧରା-ବାଜୀ-ଫରମ-ଗୋରୀମୁଖ-କର୍ମ
Certificate Course (O.A. ଓ M.A. Course ଓ)
2/ ଏହା ଏକ ଉଚ୍ଚତମ ମାଧ୍ୟମ ଗୋରୀମୁଖ ।

2/ ଗୋରୀମୁଖ ।

ଦୋଷିତ ମାମୁଣ୍ଡି ଫରମ:

- 1/ ଗୋରୀମୁଖ
- 2/ ଗୋରୀମୁଖ
- 3/ ସାହିତ୍ୟ ମାମୁଣ୍ଡି
- 4/ ଗୋରୀମୁଖ ଫରମ

Certificate Course ମାଧ୍ୟମରେ ମାମୁଣ୍ଡି ମହାବି
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ଗୋରୀମୁଖ ମହାବି ମାମୁଣ୍ଡି ମହାବି - ଗୋରୀମୁଖ ବିଭାଗ -
ଧରା-ବାଜୀର କର୍ମାଳୟ ସାମ୍ବଲ ଗୋରୀମୁଖ ବିଳାସ ବାବୁ
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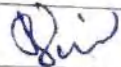
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গোবিন্দৰ সনাতন হ'ল প্ৰচলিত হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 বাকি সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।

গোবিন্দৰ সনাতন certificate courses ৰ ব্যৱস্থা
 কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
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 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।

গোবিন্দৰ সনাতন 'প্ৰাথমিক সনাতন' সনাতন
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।

গোবিন্দৰ সনাতন 'প্ৰাথমিক সনাতন' সনাতন
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।
 সনাতন গণনাৰ ব্যৱস্থা কৰা হৈছে।


 Principal
 Khagarijan College
 Nagaon (Assam)

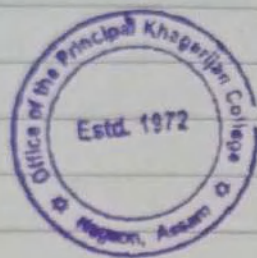
CHIRAG

sample of proceeding: Cultural heritage of NE India


LONG EXERCISE BOOK

2021-22
Proceeding Book
Add on Course
Sept. of History
Khaganijan College.

sample of proceeding: Cultural Heritage of NE India



This Khatta, No, 12, is used as Proceedings of the Add on Course to be conducted by the Department of History, Khagarijan College, Nagaon from the session: 2021-2022


Principal
Khagarijan College
Nagaon (Assam)

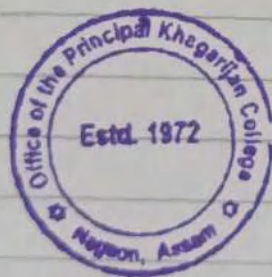
Add on course Committee

Course Coordinator: Rayhanul Ahmed, HOD, History

Member : Dr. Rameswar Karmi. (Faculty)

: Nilofa Islam. (Faculty)

Course Name: Cultural Heritage of NE India
Under the Department of History, Khagarijan College.



Ravi

Principal
Khagarijan College
Nagaon (Assam)



Add on Course Committee Meeting.

Date: 04-09-2021

Venue: Department of History

Agenda:

1. Discussion on opening of Add on Course
2. Discussion on Add on Course
3. Discussion on Credit Point/duration of the Course
4. Admission Process.

Committee Members:

1. Rayhanul Ahmed.
2. Ramenwar Karmi
3. Miloba Islam
4. Dr. Jonaram Nath - Vice-Principal.

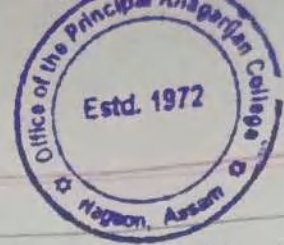
After detail discussion on agenda no. 1, 2, 3, & 4, the following decision has been adopted Unanimously:-

R.N. 01.

Discussed threadbare & resolved that as per the resolution of Internal Quality Assurance Cell, Khagarijan College, the Department of History resolved to start an Add on Course from 2021-2022 Session.

R.No. 02.

Discussed threadbare & resolved that the - Cultural Heritage of North East India will be the course for the Department of History.



R.No.03.

After thorough discussion, the committee resolved that the add on course time duration will be 36 hours & the syllabus will be prepared within one week of the same to be submitted to the office of IQAC & Academic Committee.

R.No.04.

After details discussion, the Committee resolved that as the course will be of 36 hours, hence, all three semesters' students can enroll into the course.

Action Taken Report.

As per the decision of the meeting, the following follow-up measures has been immediately taken.

R.No.01. The first batch (DA-CHNEI-01) will be started from mid October, 2021.

R.No.02 The Committee will send the details of the course to the office of IQAC & Academic Council for approval.

R.No.03. The Committee has given the responsibility for drafting a draft syllabus to Rayhanul Ahmed & Nitoba Islam.

R.No.04. The committee will notify the details of admission procedure within two days of the completion of the syllabus.

Rain

Rn
Head



Add on Committee Meeting:

Date: 18-09-2021

Venue: Department of History

Agenda:

1. Discussion on syllabus
2. Admission Procedure
3. Class Management.

Signature of the members:

1. Rayhanul Ahmed
2. Rameshwar Kerami
3. Nitoba Islam

After detail discussion on agenda no-1, 2 & 3 the following decision has been taken:-

R-NO-1. The meeting discussed the agenda and resolved that- the total marks for the Add on course will be 50 & the detail-syllabus as shown below has been adopted for the course.

Cultural Heritage of NE India

Course Code: DH-CHNI-01

Total Marks: 50

Unit: 01:

Cultural Heritage of NE India.

I. Definition & Meaning

15

II. Tangible Heritage

II. Intangible Heritage

Unit: II Tangible culture.



- I. Art
- II. Architecture
- III. Textiles & Costumes.

Unit. III. Intangible Culture

20

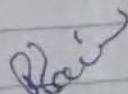
- I. Music
- II. Oral Traditions
- III. Festivals & Dances.

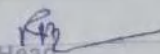
R.No.02.

The department decided to offer the course totally free of cost as part of curriculum enrichment process. The meeting decided to fix the date for admission in the last part of September, 2021.

R.No.03.

After thorough discussion, the committee resolved that the classes will be held after 2.30 P.M. & three days in a week.


Principal
Khagarijan College
Nagaon (Assam)


Head
Department of History
Khagarijan College
Nagaon: Assam

Committee Meeting
Date - 18/09/2021



Agenda:

1. Admission date & notification.
2. Commencement of classes.

Signature of the members.

1. Rayhanul Ahmed.
2. Ramerdan Karmi
3. Nilofa Islam.

[Signature]

After detailing on agenda no-01 & 02, the following decision has been adopted:-

R.No.01:

Discussed the agenda & resolved that for the first batch admission, the notification will be published on 21-09-2021 & admission will start from 4-10-2021.

R.No.02

The committee resolved to start the classes from 19-10-2021.

The responsibility of admission procedure and notification is given to HOD & Convenor of the course Rayhanul Ahmed.

1. Notification date: 21-09-2021
2. Admission date: 04-10-2021
3. Class Commencement: 19-10-2021

[Signature]

Principal
Khagarijan College
Nagaon (Assam)

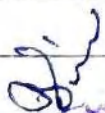
[Signature]
Head

Department of History
Khagarijan College
Nagaon : Assam

sample of proceeding: E Commerce and Banking Practices




This Khatta No, 12, is used as proceedings of the
add on course to be conducted by the
department of Commerce, Khagaria College, Nagaon
from the Session: 2021-22



Principal
Khagaria College
Nagaon (Assam)

Add on Course Committee

Course Coordinator: Dhanesh Sharma, HoD, Commerce
Member • Sakshi Muroth, (Faculty)
: Sarmistha Das (33)
: Dhiraj Ghosh (33)

Course Name: 'E-Commerce & Banking Practices'
Under Deptt. of Commerce,
Khagarijan College.
[ECOM-2122]


Principal
Khagarijan College
Nagaon (Assam)


HoD, Department of Commerce
Khagarijan College

Add on Course Committee meeting

Date: 08/07/21

Venue: Department of Commerce

Agenda:

1. To discuss on Commencement of an Add-on Course.
2. To discuss on organising course structure, syllabus, and duration of course.
3. To discuss on admission process.

Members present in meeting:

- | | | |
|-------------------|---|------------|
| 1. Dhruv Sharma. | : | Dhruv |
| 2. Sakshi Anand. | : | Sakshi |
| 3. Samir Das. | : | Samir Das. |
| 4. Anirudh Ghosh. | : | A. Ghosh. |

After a detail discussion on agenda, the following decisions are taken :-

Resolution No 1.

As per the discussion with IQAC, Khagarijan college, the Dept. of Commerce resolved to start an Add on Course from August 2021.

Resolution No 2.

After discussion, the committee resolved that the Add on course time duration will be of 36 hours. The syllabus will be prepared within 7 days and the same to be submitted to the office of IQAC and Academic committee.

Resolution no. 3.

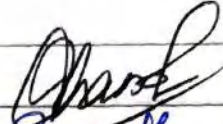

After discussion it is decided that the interested students can enroll it by filling up a form and providing details.

Meeting: 02, Date: 15/10/21, Venue: Dept of Commerce

Agenda:

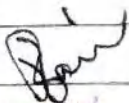
- (1) Discuss on admission process of Batch-2
- (2) To analyse the performance of Batch 1 of course.
- (3) To discuss the reform in any syllabus content.

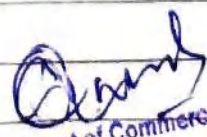
members present:

- | | | |
|---------------------|-------|---|
| (i) Dhansh Sharma. | _____ |  |
| (ii) Sakshi Munoth. | _____ |  |
| (iii) Dipraj Ghosh. | _____ | D. Ghosh |

Resolution:

- (i) Batch 2 of Add-on-course will be start from 3rd week of November 2021.
- (ii) Few practical classes should also included in 2nd batch of course.
- (iii) The question paper will consist 25 MCQs of 2 marks each.
- (iv) A certificate will be issued to every successful students after completion of course.
- (v) After result a gradesheet will be published on notice board.
- (vi) A feedback form will be issued to candidate to collect their reviews on further amendments in the course structure.


Principal
Khagarijan College
Nagaon (Assam)


HoD, Department of Commerce
Khagarijan College



sample of proceeding: Functional English

ADD

COC COURSE COMMITTEE

COURSE COORDINATOR : Ashrafal Alam Choudhury
MEMBER : Joyashri Choudhury (ItbD)
: Bedistine Nath.

Principal
Khagariyan College
Nagaon (Assam)

Coordinator
Functional English


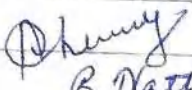
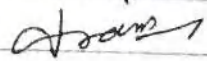
A departmental meeting is organised on 7th December, 2019 to discuss regarding the following agenda :

Agenda

- i) Discussion on conducting career oriented certificate course on Functional English. #
- ii) Discussion regarding the course framework.
- iii) Discussion regarding course duration.
- iv) Discussion regarding admission process.
- v) Others.

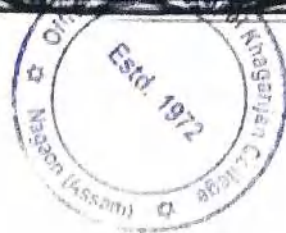
Committee members

Signature

- | | |
|--------------------------------------|---|
| 1/ Joyashree Choudhury. |  |
| 2/ Ashraful Alam Choudhury. |  |
| 3/ Bedistkiva Nath. | B. Nath |
| 4/ Dr. Jonaram Nath (Vice Principal) |  |

After detailed discussion the following resolutions have been adopted :

Resolution I : It is hereby resolved that the



Resolution II : It is hereby resolved that Mr. Ashraful Alam Chaudhury will manage the course as the course coordinator.

Resolution III : It is hereby resolved that the course will be of 36 hours and the schedule will be managed as per department flexibility in the after class hours and even Sundays.

Resolution IV : It is hereby resolved that the course will be open for all semesters and admission preference will be given on first come first serve basis.

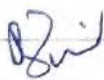
Resolution V : It is hereby resolved that the earlier syllabus will be reused in the course, tailored to students needs.

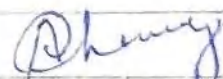
Resolution VI : It is resolved that the Committee will notify the date of application one month before the commencement of the course.



Action taken report :

- 1/ The first batch of the 2019-20 session commenced from 19th January, 2020.
- 2/ The course notification circular was duly released on 10th December, 2019.
- 3/ The application deadline was set for 24th December, 2019.
- 4/ A total of 15 students have been enrolled in the course.
- 5/ The details of the admission have been notified to the office of the IQAC and office of the Principal.


Principal
Khagarijan College
Nagaon (Assam)


Coordinator
Functional English

sample of proceeding: Personality Development

Add on course Committee

Course Coordinator: Prof. Ajanta Bora Khargharia
Member : Dr. Dipak Kr Sarkar
: Mr C.K. Lungkeing

Course Name : Personality Development
course curriculum under the
Department of Education, Khagarijan College



Ban

Principal
Khagarijan College
Nagaon (Assam)



Add on course Committee Meeting

Date: 01.09, 2020

Venue: Department of Education

Agenda:

1. Discussion on opening on Add on course
2. Discussion Add on course
3. Discussion on Credit Point/Duration of the course.
4. Admission Process.

Committee Members:

1. Prof. Ajanta Bora Bharghania
2. Dr. D. L. Senkar.
3. Mrs. C. K. Lunking
4. Dr. Jonaram Nath - Vice Principal

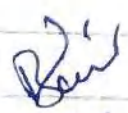
After detailed discussion on agenda as 1, 2, 3, the following discussion has been adopted unanimously:-

R.N. 01:

Discussed threadbare resolved that as per the resolution of Internal Quality Assurance Cell, Khagarijan College, the Department of Education resolved to start an Add on course from 2020-2021 Session.

R.No.02:

Discussed threadbare of resolves that the group discussions course for the development of the students


Principal
Khagarijan College
Nagaon (Assam)



The committee resolved that the Add on course time duration will be 36 hours. The Syllabus will be prepared within one week of the same to be submitted to the office of IQAC of Academic Committee.


Action Taken Report

As per the discussion of the meeting the following follow-up measures has been immediately taken.

R.No.1. The first batch will be started from January 2024.

R.No.2. The Committee will send the details of the course to the office of IQAC Academic Council for approval.

R.No.3. The Committee has given the responsibility for drafting & draft syllabus to Ajanta Kharghargharia & C. Le Lungleing.


Principal
Khaganjan College
Kagaon (Assam)



Add on Committee Meeting

Date: 04.09, 2020

Venue: Department of Education

Agenda:

1. Discussion on Syllabus
2. Add-on Class management
3. Admission Procedure

Signature of the members

1. Ajanta Bora lehangaria
2. Dipak Ker Sarkar
3. C. L. Lungling

After detail discussion on agenda no 1, 2 & 3 the following decision has been taken:-

R.No.1. The meeting discussed about the total marks for the Add on course will be 30 & syllabus as shown below has been adopted for the course.

Personality Development Course

Curriculum:

Total Marks: 30

Course code:

Unit 1:

Principal
Khagarijan College
Nagaon (Assam)

Group Discussion: -

a) Example with solutions

b) Group discussion topics ethics



unit 2. Personal Interview

- a) What is personal interview
- b) Personal interview test / viva
- c) Importance of a personal interview

unit 3. Soft Skill :

- a) Communication skills
- b. Personality development guide
- c. Work culture and ethics and developing positive attitude
 - i) Networking with people
 - ii) Incorporating Spirituality
 - iii) Role of technology development.

R.No.2.

The department decided to offer the course totally free of cost as part of curriculum enrichment process.

R.No.3.

After the discussion, the committee resolved that the classes will be held after 30 P.M & three days in a week



CIRCULAR

Date – 23/11/2020

Sub: Web-Developer (SSC/Q0503) (Skill Course)

Khagarijan College is planned to conduct a Skill course in **Web-Developer (SSC/Q0503)** for the students of the college in collaboration with Net Skill Foundation, Nagaon. The Programme will be one year course designed and developed by the College and Net skill Foundation Nagaon. The course will be conduct at minimum cost. The Merit certificate will be provided to the students after completion of the course.

Students who are willing to take the course can enrol their names to the course coordinator.

Name of the Course	Name of Course Coordinator/Convenor
Web-Developer (SSC/Q0503)	Mr. Rayhanul Ahmed
Commencement of the Course: 01/01/2021 Time: 1:30 PM-3:00 PM	

Principal/IQAC Coordinator

Principal
Khagarijan College
Nagaon (Assam)

Course Co-ordinator



Committee of Skill Course
Web-Developer (SSC/Q0503)

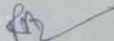
- | | |
|-------------------------|---|
| 1. Dr. Ramesh Nath | Chairperson (Principal) |
| 2. Rayhanul Ahmed | Coordinator (HoD Deptt. of History) |
| 3. Mr. Ehtesham Sharkar | Member (Co-ordinator Net Skill Foundation) |
| 4. Dr. Rameswar Kurmi | Member (Ex Officio Member) |



NOTICE

Date: 09/11/2020

It is hereby notified that a meeting of **Skill Course on Web Developer** will be held on 11/11/2020 at 12.30 p.m. in Principal's chamber. All The Members are requested to attend the same.


(Rayhanul Ahmed)
Coordinator
Skill Course in Web Developer



5

Meeting

Skill Course on Web Developer





Date - 11/11/20

Venue - Principal's Chamber

Agenda:-

1. Discussion on opening Skill course
2. Discussion on skill course
3. Discussion on Credit Point
4. Admissions Process
5. Others

Committee Members Present

1. Dr. Ramesh Nath 
2. Rayhanul Ahmed 
3. Esthesam Sarkar 
4. Dr. Rameswar Karmi 

A meeting of Skill Course Committee is held on 11/11/20 at 12-30 PM in Principal's Chamber. After detail discussion on agenda no 1, 2, 3, 4 & 5 the following decision has been adopted unanimously:-

R.No - Discussed therebare & resolved that as per the resolution of Internal Quality Assurance cell, Khagarijan College, the resolution to start Skill Course from the session 2020-2021.



Disc

R.No-02 Discussed threadbare & resolved that the net skill course on "Web Developer" will be the course for the college.

R.No-03 Discussed threadbare & resolved that the course will be run in collaboration with Net Skill Foundation. It will be NET Skill Foundation's responsibility to arrange teacher, curriculum, evaluation and certificate of the course.

R.No-04 It is resolved that the minimum qualification for taking admission in "Web Developer" course is H.S. Passed.

R.No-05 It is resolved that the coordinator of the course is authorised to notify for admission in last part of the month of November-2020.

R.No-06 After details discussion the committee resolved that as the course will be one year duration.



Action Taken Report

As per the decision of the meeting, the following follow-up measures has been immediately taken.

R.No-01 The first batch (CNSF-1-KJ-01) will be started from first week of December.

R.No-02 The committee will send the details of the course to the office of IQAC & Academic Council for approval.

R.No-03 The committee has given the responsibility for drafting syllabus to Net Skill Foundation.

R.No-04 The committee will visit the details of admission procedure within a week.

Principal
Kharajam College
Nagaon (Assam)