



OFFICE OF THE PRINCIPAL

# KHAGARIJAN COLLEGE

P.O.- Chotahaibar, Nagaon (Assam), Pin-782003

Estd.- 1972

Office : (03672) 230085, Mobile : 98644 03390, 86387 26781

E-mail : khagarijancollege1@gmail.com, Website : www.khagarijancollege.co.in



Ref. No.

Date: 11/07/2020

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, & respected members of the Admission Committee for the session 2020-2021, are hereby notified that a meeting will be held on 13-07-2020 at Teachers' Common Room to discuss the following agenda:-

**(The meeting will be held by abiding COVID-19 Guidelines)**

### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 17-06-2020.
2. Plan of Action for the Session 2020-2021.
3. Discussion on holding classes in Online Mode due to Covid-19 situation.
4. Discussion on date of New Admission in the midst of Covid-19 situation.
5. Discussion on generation of Merit Lists for the session 2020-2021.
6. Discussion on participation in online Faculty Development.
7. Others.

(Dr. Ramesh Nath)

Principal

Khagarijan College

Principal

Khagarijan College

Nagaon (Assam)



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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

A Meeting of Internal Quality Assurance Cell is held on 13-07-2020 at 11.30 A.M. at Teachers Common Room under the Chairmanship of Dr. Ramesh Nath, Principal of the College, with the members of the Admission Committee for the session 2020-2021, to discuss the following agenda:

**Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 17-06-2020.
2. Plan of Action for the Session 2020-2021.
3. Discussion on holding classes in Online Mode due to Covid-19 situation
4. Discussion on date of New Admission in the midst of Covid-19 situation
5. Discussion on generation of Merit Lists for the session 2020-2021
6. Discussion on participation in online Faculty Development
7. Others.

The following are assigned as the members of the Internal Quality Assurance Cell for the quality improvement of the institution:

Name	Signature
Dr. Ramesh Nath, Principal	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	
Dr. Jonaram Nath, HoD, Dept. of Assamese	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education	
Rayhanul Ahmed, HoD, Dept. of History	
Mainul Hoque Akanda, HoD, Dept. of Political Science	
Umme Salma, HoD., Dept. of Economics	
Asraful Alam Choudhury, , HoD., Dept. of English	
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali	
Ms. Limisha Bora, Asst. Prof., Dept. of Philosophy	
Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce	

Principal  
Khagarijan College  
Nagaon (Assam)



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Date : .....

From,

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

Principal & Secretary

Dr. Sarat Kumar Dutta, Member, Governing Body, Khagarijan College	
Mrs. Sewali Chakravarty, BDO, Pakhioria Mouza, Nagaon	
Mr. Digen Ch. Bora, UDA, Khagarijan College	
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College	
Mr. Nabarun Misra, Owner, SS Technology	
Mr. Pankaj Sharma, Nagaon, Proprietor, Shree Motors, Nagaon	
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon	
Mr. Moon Ch. Goon, Ex. Student, Khagarijan College	
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	

## Members (Admission Committee for the Session 2020-2021)

Name	Designation	Signature
Dr. Jonaram Nath, Vice Principal	Advisor, Admission Committee	
Dr. Rameswar Kurmi, Coordinator, IQAC	Advisor, Admission Committee	
Dr. Swapan Jyoti Nath, Asst. Prof. Dept. of Assamese.	Joint Coordinator	
Rahanul Ahmed, HoD, Dept. of History	Joint Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Joint Coordinator	
Umme Salma, HoD., Dept. of Economics	Member	
Ashrafal Alam Choudhury, HoD., Dept. of English	Member	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education	Member	
Mainul Hoque Akanda, HoD, Dept. of Political Science	Member	
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali	Member	
Mr. Dilip Ghosh	Office Staff	
Mr. Rakesh Sharma	Technical Staff	

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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## MINUTES OF THE MEETING

Date: 13-07-2020

Venue: Teachers' Common Room

The Principal and the Chairperson of the Internal Quality Assurance Cell, Dr. Ramesh Nath, Khagarijan College, addressed the meeting with greetings to the respected members and raised the issues mentioned in the agenda of the meeting.

Sl.No	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 17-06-2020	The Minutes of the previous meeting i.e., held on 17-06-2020 is read out by the Coordinator, IQAC, Dr. Rameswar Kurmi and open for discussion.

02	Plan of Action for the Session 2020-2021	<p>a) In the Meeting it is plan to fill up the Vacant Posts in the departments of 1. Assamese (1) 2. English (1) 3. Economics (2) 4. Education (1) &amp; 5. Political Science (1) as soon as possible.</p> <p>b) Plan to complete the construction of the New Canteen for the benefit of the students.</p> <p>c) Plan to focus on online mode of classes due to Covid-19 situation.</p> <p>d) Plan to connect all online classes through college website.</p> <p>e) Plan to organize internal assessment (Sessional Examination, Home Assignments, Projects and counseling through online mode.</p> <p>f) Plan to extend academic collaborations with different Industry and academia.</p> <p>g) Plan to train up the faculty members as well the students in online mode by participating in Faculty Development programme, student training programme.</p> <p>h) Plan to organize webinars as add on course for the benefit of the students.</p>
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*Bein*  
Principal  
Khagarijan College  
Nagaon (Assam)



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Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

		<p>i) Plan to organize covid-19 awareness programme among the students and neighboring areas of the college.</p> <p>j) Plan to organize special camp under NSS at adopted village at Borkola region.</p> <p>k) Plan to adopt tree plantation programme in the college campus.</p> <p>l) Plan to build a cycle stand for the students.</p> <p>m) Plan to increase the number of ICT enable classroom.</p> <p>n) Plan to extend WiFi connectivity in the college campus.</p> <p>o) Plan to purchase new books for Central library.</p> <p>p) Plan to organize Golden Jubilee programme yearlong for the session 2020-2021.</p> <p>q) Plan to urge the Government of Assam to create post for Library and Office staff.</p> <p>r) Plan to apply for Research Fund from various agencies.</p> <p>s) Plan to execute digital library.</p> <p>t) Plan to develop college campus (Earth Filling, Renovation of Office Room, and Principal Chamber etc.)</p>
03	Discussion on holding classes in Online Mode due to Covid-19 situation	In the meeting it has been discussed that maximum emphasis will be given on online classes.
04	Discussion on date of New Admission in the midst of Covid-19 situation	In the meeting it is decided that the date for admission be fixed and admission process & issue of prospectus strictly in online mode.
05	Discussion on generation of Merit Lists for the session 2020-2021	Discussion has been done on generation of merit list as per the reservation guidelines of GOI.
06	Discussion on participation in online Faculty Development	It is discussed that faculty members should participate in the online FDPs and webinar to upgrade themselves in online teaching.
07	Others	Discussion was held on collaborations with the adopted schools at Dakshinpat H.S. School and Motiram Bora Girls High School.

  
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(Assam)



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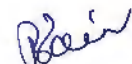
Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## ACTION TAKEN REPORT

Sl.No	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 17-06-2020	The Minutes of the previous meeting dated 17-06-2020 after discussion has been adopted unanimously.
02	Plan of Action for the Session 2020-2021	It has been decided that IQAC and the downstream committees will be given responsibilities to execute the future plan of the college.
03	Discussion on holding classes in Online Mode due to Covid-19 situation	Resolution has been adopted that for online classes the faculties will learn in details about holding classes in online mode via Google Meet, Zoom Meeting App, Google Classroom etc.
04	Discussion on date of New Admission in the midst of Covid-19 situation	It has been decided that the admission in the midst of the Covid-19 Pandemic, will be in online mode.
05	Discussion on generation of Merit Lists for the session 2020-2021	The Admission Committee along with the Vice-Principal of the college has been given responsibility to fix for admission into B.A., B.Com, BCA & PGDCA and KKHSOU & newly opened B.Voc Courses.
06	Discussion on participation in online Faculty Development	It has been decided that the faculties and the office will be encourage to take part in the online FDP, Short Term Course, Induction Programme, R.C., etc. during the year.
07	Others	It has been decided that classes will be taken in the adopted schools by maintaining Covid-19 protocol and initiative will be taken to organize career oriented programme therein.

  
(Dr. Ramesh Nath)  
Principal  
Khagarijan College  
Nagaon, Assam

Principal



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Ref. No. ....

Date : ...: 18/07/2020...

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## IQAC Meeting, 2020-2021

Date: 18-07-2020

### NOTICE

All the members the IQAC, Khagarijan College, Nagaon, & respected members of the Library Committee, are hereby notified that a meeting will be held on 21-07-2020 at Central Library to discuss the following agenda:-

**(The meeting will be held by maintaining COVID-19 Protocols)**

#### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 13-07-2020.
2. Discussion on Library Upgradation.
3. Discussion on admission procedure and fee structure of self finance courses.
4. Discussion on conducting interview for vacant posts.

(Dr. Ramesh Nath)  
Principal  
Khagarijan College  
Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## IQAC MEETING, 2020-2021

A Meeting of Internal Quality Assurance Cell is held on 21-07-2020 at 11.30 A.M. at Central Library under the Chairmanship of Dr. Ramesh Nath, Principal of the College, with the members of the Library Committee to discuss the following agenda:

### Agenda:

1. Read & confirmation of the resolutions of the previous meeting held on 13-07-2020.
2. Discussion on Library Upgradation.
3. Discussion on admission procedure and fee structure of self finance courses.
4. Discussion on conducting interview for vacant posts.

### IQAC Members:

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Coordinator	
Dr. Jonaram Nath, HoD, Dept. of Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education		
Rayhanul Ahmed, Dept. of History		
Mainul Hoque Akanda, HoD, Dept. of Political Science		
Umme Salma, HoD., Dept. of Economics		
Ashraful Alam Choudhury, HoD., Dept. of English		
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali		
Ms. Limisha Bora, Asst. Prof., Dept. of Philosophy		
Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce		
Dr. Sarat Kumar Dutta, Member, Governing Body, Khagarijan College		Management Rep.
Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep.	
Mr. Digen Ch. Bora, UDA, Khagarijan College		
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.		Member (Local society)





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Date : .....

From,

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

Principal & Secretary

Mr. Nabarun Misra, Owner, SS Technology.	Industry partner	
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon		
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		<i>[Signature]</i>
Mr. Moon Ch. Goon, Ex Student, Khagarijan College	Alumni Member	<i>[Signature]</i>
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	B.A.	<i>M. Ahmed</i>
Mousumi Boro, M.A. Student	M.A.	<i>Mousumi Boro</i>

Members (Admission Committee)

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Advisor, Library Committee	<i>[Signature]</i>
Dr. Rameswar Kurmi, Coordinator, IQAC	Member, Library Committee	<i>[Signature]</i>
Dr. Jonaram Nath, HoD., Dept. of Assamese.	Member	<i>[Signature]</i>
Mr. Deepak Kumar Nath, Librarian	Convenor, Library Committee	<i>[Signature]</i>
Dr. Swapan Jyoti Nath, Asst. Prof., Dept. of Assamese.	Member	<i>[Signature]</i>
Ashrafal Alam Choudhury, HoD, Dept., of English.	Member	<i>[Signature]</i>
Rayhanul Ahmed, HoD., Dept. of History.	Member	<i>[Signature]</i>

*[Signature]*  
Principal  
Khagarijan College  
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Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary


## MINUTES OF THE MEETING

21-07-2020

Central Library, Khagarijan College, Nagaon.

The meeting was started with Chairperson's take chair and warm greetings to the members of IQAC and Library Committee. The meeting was anchored by the convenor, Library Committee, Mr. Deepak Nath, who also greeted the presence of the IQAC members as well as the Library Committee. In the meeting the following resolutions has been adopted for the development of the Central Library:-

Sl. No.	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 13-07-2020	Following that, the Coordinator of IQAC, Dr. Rameswar Kurmi has read out the Proceeding/Minutes of previous meeting dated 13-07-2020 and open for discussion.
02	Discussion on Library Upgradation.	Discussion was held on SOUL entry of the newly purchased books as soon as possible. Regarding Library upgradation, emphasis has been given to extend the Library Building up to First Floor and on initiatives that to be taken online purchase of Journals, membership in NLIST, Inlibnet etc.. In the meeting it was also discussed to appoint a part timer to help in the SOUL entry process. For the upgradation of the Library capacity discussion was held on organizing a Workshop on Capacity Building of the Library Staff.
03	Discussion on admission procedure and fee structure of self finance courses.	In the meeting, it was discussed about the fee structure and the propagation of the newly opened skill based courses for better enrollment.
04	Discussion on conducting interview for vacant posts	In the meeting it was discussed about the publication of the Advertisement after getting approval from the DHE, Assam.

  
Principal  
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Ref. No. ....

Date : .....

From,

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

Principal & Secretary

## ACTION TAKEN REPORT

Sl. No.	Agenda	Action Taken
01	Read & confirmation of the resolutions of the previous meeting held on 13-07-2020	After minor discussion on the Minutes of the Previous meeting, the same has been approved on 21-07-2020.
02	Discussion on Library Upgradation.	a) In the meeting, it has been unanimously resolved that a Technical Person will be appointed for book entry in SOUL as soon as possible. b) It has been resolved that after the completion of the New Building, and after the shift of the Department of Assamese, the reading room of the Central Library will be extended up to First Floor. c) It is also resolved that online workshop will be conducted for the capacity building of the Library Staff.
03	Discussion on admission procedure and fee structure of self finance courses.	In the meeting decision has been taken to propagate about the newly opened skill based by sticking bill in neighboring areas of the college and through social media. It is also decided to fix a lump-sum amount as admission fee for skill based courses.
04	Discussion on conducting interview for vacant posts	In the meeting it was resolved that as soon as the approval received from the DHE, Assam, the same will be published in the National News papers for filling up the Vacant Posts.

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

Principal

Khagarijan College

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Ref. No. ....

Date : 23/11/2020.....

From,

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

Principal & Secretary

## IQAC MEETING, 2020-2021

### NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, are hereby notified that a meeting will be held on 26-11-2020 at Teachers' Common Room to discuss the following agenda:-

**(The meeting will be held by maintaining all the COVID-19 protocols, Govt. of Assam)**

#### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 21-06-2020.
2. Reformation of the IQAC Committee.
3. Discussion on creation on online Study materials for the students.
4. Discussion on Online student mentoring.
5. Discussion on Faculty Exchange Programme with nearby colleges.
6. Discussion on demonstration for submission of home assignments of the students.

(Dr. Ramesh Nath)

Principal

Khagarijan College

Principal

Khagarijan College

Nagaon (Assam)



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Ref. No. ....

Date : 26/11/2020

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## IQAC MEETING, 2020-2021

A Meeting of Internal Quality Assurance Cell is held on 26-11-2020 at 11.30 A.M. at Teachers Common Room under the Chairmanship of Dr. Ramesh Nath, Principal of the College to discuss the following agenda:

### Agenda:

1. Read & confirmation of the resolutions of the previous meeting held on 21-07-2020.
2. Reformation of the IQAC Committee.
3. Discussion on creation on online Study materials for the students.
4. Discussion on Online student mentoring.
5. Discussion on Faculty Exchange Programme with nearby colleges.
6. Discussion on demonstration for submission of home assignments of the students.

### IQAC Members:

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Coordinator	
Dr. Jonaram Nath, HoD, Dept. of Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education		
Rayhanul Ahmed, Dept. of History		
Mainul Hoque Akanda, HoD, Dept. of Political Science		
Umme Salma, HoD., Dept. of Economics		
Ashraful Alam Choudhury, , HoD., Dept. of English		
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali		
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Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce		



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**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



Dr. Dilip Sarmah, President, Governing Body, Khagarijan College	Management Rep.	
Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep.	
Mr. Digen Ch. Bora, UDA, Khagarijan College		
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.	Member (Local society)	
Mr. Nabarun Misra, Owner, SS Technology.	Industry partner	
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon		
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		
Mr. Moon Ch. Goon, Ex Student, Khagarijan College	Alumni Member	
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	B.A.	
Mousumi Boro, M.A. Student	M.A.	

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Khagarijan College  
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Date : 26/11/2020

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary




## MINUTES OF THE MEETING

**Date: 26-11-2020**

**Venue: Teachers' Common Room, Khagarijan College**

At the beginning of the meeting, the Coordinator of IQAC, Khagarijan College addressed the members with warm greetings and requested to the Chairperson of IQAC, Dr. Ramesh Nath, Principal of the College, to take Chair. Dr. Rameswar Kurmi has explained the aim of the meeting in short and handed over the agenda to the Chairperson. With the warm greetings to the members presented, the Chairperson read out the Agenda of the meeting for any inclusion and exclusion. In the meeting following discussion were held:-

Sl.No.	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 21-07-2020.	At the very beginning of the meeting, the Coordinator of IQAC, Dr. Rameswar Kurmi read out the Proceedings of the meeting held on dated 21-07-2020 and opened for discussion.
02	Reformation of the IQAC Committee.	Discussion was held on regarding the Management Representative of the IQAC, Khagarijan College, as from the death of the president of the Governing Body dated 05-06-2020, and Dr. Sarat Kumar Dutta has been represented as management representative to the IQAC. Now, Dr. Dilip Sharma has joined as permanent president of the Governing Body, hence discussions were held on incorporation of Dr. Dilip Sharma as the new management representative of IQAC.
03	Discussion on creation on online Study materials for the students.	In the meeting it was discussed that due to the Covid-19 Pandemic, the regular classes hampered and under this situation for the benefit of the students online study materials
04	Discussion on Online student mentoring.	Discussion was held regarding the online mode of examination conducted by Gauhati University and the need for the demonstration to the students for appearing in the same.
05	Discussion on Faculty Exchange Programme with nearby colleges.	In the meeting it is discussed that if Covid-19 situation came under control then the faculty exchange programme will be conducted. And if possible then online exchange will be done.
06	Discussion on demonstration for submission of home assignments of the students.	The members of the meeting also discussed to collect the Home Assignments/Project Reports and Internal Assessment examination through online mode.

  
Principal  
Khagarijan College  
Nagaon (Assam)



# KHAGARIJAN COLLEGE

P.O.- Chotahaibar, Nagaon (Assam), Pin-782003

Estd.- 1972

Office : (03672) 230085, Mobile : 98644 03390, 86387 26781

E-mail : khagarijancollege1@gmail.com, Website : www.khagarijancollege.co.in



Ref. No. ....

Date : .....

From,

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

Principal & Secretary

## ACTION TAKEN REPORT

In the meeting, the following resolutions/Action has been adopted unanimously:

Sl.No	Agenda	Resolutions/Action Taken
01	Read & confirmation of the resolutions of the previous meeting held on 21-07-2020.	After minor discussion and change in the Minutes of the meeting dated 21-07-2020, has been adopted unanimously.
02	Reformation of the IQAC Committee	In the meeting, it has been decided that the newly appointed President of the Governing Body, Dr. Dilip Sharma will be the new Management Representative to the Internal Quality Assurance Cell of the College.
03	Discussion on creation on online Study materials for the students.	It has been decided in the meeting that as the regular classes cannot done under Covid-19 Pandemic situation, so all the HoD s are entrusted to prepare Class Video, Class Notes for the students.
04	Discussion on Online student mentoring.	It has been decided in the meeting that the Teachers will conduct mentoring to the students via., Google Meet and Zoom Meeting App.
05	Discussion on Faculty Exchange Programme with nearby colleges.	Resolution has been taken unanimously adopted to conduct both online and offline (if Possible) Faculty Exchange Programme with Partner (MoU) Institutions.
06	Discussion on demonstration for submission of home assignments of the students.	It has been decided that the Home Assignments/ Project Reports etc. will be collected via College Website, Email, WhatsApp Group and Google Classroom.

  
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Ref. No. ....

Date : 01/03/2021.....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## IQAC Meeting, 2020-2021

### NOTICE

All the members of Internal Quality assurance Cell, and the HoDs of respective departments, Khagarijan College are hereby informed that a meeting will be held on 06-03-2021 at Teachers' Common Room at 2.30 P.M. to discuss the following agenda:

**(The meeting will be held as per the Covid-19 Protocol)**

#### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 26-11-2020.
2. Discussion on opening of some new Add on Courses.
3. Discussion on Curriculum Enrichment & Continuous Internal Evaluation.
4. Discussion on collection and evaluation of Feedback.
5. Discussion on organizing Inter-Department Quiz Competition
6. Discussion on Framing of Golden Jubilee Celebration Committee.

(Dr. Ramesh Nath)

Principal

Khagarijan College

Principal  
Khagarijan College  
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Ref. No. ....

Date .....

From,

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

Principal & Secretary

## IQAC MEETING, 2020-2021



A meeting of Internal Quality Assurance Cell is held on 06-03-2021 under the Chairmanship of Dr. Ramesh Nath, Principal, Khagarijan College, Nagaon, at Teachers Common Room at 2.30 P.M. to discuss the following agenda.

**(The meeting is held as per the Covid-19 Protocol)**

### Agenda:

1. Read & confirmation of the resolutions of the previous meeting held on 26-11-2020.
2. Discussion on opening of some new Add on Courses.
3. Discussion on Curriculum Enrichment & Continuous Internal Evaluation.
4. Discussion on collection and evaluation of Feedback.
5. Discussion on organizing Inter-Department Quiz Competition
6. Discussion on Framing of Golden Jubilee Celebration Committee.

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Coordinator	
Dr. Jonaram Nath, HoD, Dept. of Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education		
Rayhanul Ahmed, Dept. of History		
Mainul Hoque Akanda, HoD, Dept. of Political Science		
Umme Salma, HoD., Dept. of Economics		
Asfaful Alam Choudhury, , HoD., Dept. of English		
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali		
Ms. Limisha Bora, Asst. Prof., Dept. of Philosophy		
Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce		
Dr. Dilip Sarmah, President, Governing Body, Khagarijan College		Management Rep.

Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : 06/03/21.....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep. <i>[Signature]</i>
Mr. Digen Ch. Bora, UDA, Khagarijan College	
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.	Member (Local society) <i>[Signature]</i>
Mr. Nabarun Misra, Owner, SS Technology.	Industry partner  <i>[Signature]</i>
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon	
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam	
Mr. Moon Ch. Goon, Ex Student, Khagarijan College	Alumni Member <i>[Signature]</i>
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	B.A. M. Ahmad
Mousumi Boro, M.A. Student	M.A. Mousumi Boro

*[Signature]*  
Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## MINUTES OF THE MEETING


**Date: 06-03-2021**

**Venue: Teachers' Common Room**

**Time: 2.30 P.M**

At the very beginning of the meeting, the Coordinator, IQAC, Khagarijan College, has addressed the members and asked the Chairperson of IQAC, to take chair. With a warm greeting to members, the coordinator has spell out the aims of the meeting and handed over the agenda to the Chairperson. The chairperson read out the scheduled agenda for any inclusion and exclusion. In the meeting, following resolutions has been taken:-

Sl. No	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 26-11-2020	As per the request of the Chairperson, the Coordinator, IQAC read out the Minutes of the previous meeting and the same has been opened for discussion.
02	Discussion on opening of some new Add on Courses.	In the meeting it was discussed the needs of some add on courses for the benefit of the student.
03	Discussion on Curriculum Enrichment & Continuous Internal Evaluation.	The members of the Committee has discussed about supplementary framework to enrich the prescribed course of the parent university.
04	Discussion on collection and evaluation of Feedback.	The committee members has discussed about collection and evaluation of feedback from different stakeholders.
05	Discussion on organizing Inter-Department Quiz Competition	Discussion was held on overall development plan of the students
06	Discussion on Framing of Golden Jubilee Celebration Committee.	It is discussed in the meeting that the Golden Jubilee celebration committee be formed as soon as possible.

  
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Ref. No. ....

Date : .....

From,

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

Principal & Secretary

## ACTION TAKEN REPORT

Sl. No	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 26-11-2020	In the meeting it has been decided that with some minor modifications, the Minutes of the meeting dated 26-11-2020
02	Discussion on opening of some new Add on Courses.	The members of the IQAC have decided unanimously to open new courses as add on for skill development of the students.
03	Discussion on Curriculum Enrichment & Continuous Internal Evaluation.	The members of the Committee decided it unanimously to hold some workshops as part of the enrichment existing curriculum designed and developed by the Parent University.
04	Discussion on collection and evaluation of Feedback.	In the meeting resolution has been taken unanimously to collect feedback from different stakeholders both offline and online mode.
05	Discussion on organizing Inter-Department Quiz Competition	The meeting adopted resolution to organize some inter-department activities such as Quiz, basket ball completion, and dance competition etc...during the year.
06	Discussion on Framing of Golden Jubilee Celebration Committee.	It has been decided unanimously that a Reception Committee will be formed from the Principals' end to organize the preparatory meeting for organizing Golden Jubilee celebration.

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Ref. No. ....

Date : 07/06/2021

From,

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

Principal & Secretary



## IQAC MEETING, 2020-2021

### NOTICE

The respected members of the Internal Quality Assurance Cell, Khagarijan College, Nagaon, are informed that a meeting of IQAC will be held on 03-06-2021 to discuss the following agenda at 11.00 A.M.

**(The Meeting will be held as per the Covid-19 Guidelines issued by the Government of Assam)**

#### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 06-03-2021
2. Discussion on submission of AQAR for the session 2020-2021.
3. Discussion on programme to be scheduled at the adopted village.
4. Discussion on date of New Admission in the midst of Covid-19 situation for 2021-2022.
5. Discussion on holding of departmental promotion of faculty members.
6. Discussion on participation in Induction and Refresher course of Teaching Staff.
7. Discussion on holding seminars/workshops/educational tour/field trips etc for the sessions 2021-22.

(Dr. Ramesh Nath)  
Principal  
Khagarijan College

Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : 03/06/2021

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



## IQAC MEETING, 2020-2021

A Meeting of Internal Quality Assurance Cell is organized on 03-06-2021 at Teachers' Common Room at 11.00 A.M. under the Chairmanship of Dr. Ramesh Nath, Principal, Khagarijan College, Nagaon, to discuss the following major agenda for the session 2021-22.

The Meeting was organized by maintaining Covid-19 Guidelines:

1. Wearing of Mask is compulsory.
2. Maintaining Social Distancing compulsory.

### Agenda:

1. Read & confirmation of the resolutions of the previous meeting held on 06-03-2021
2. Discussion on submission of AQAR for the session 2020-2021.
3. Discussion on programme to be scheduled at the adopted village.
4. Discussion on date of New Admission in the midst of Covid-19 situation for 2021-2022.
5. Discussion on holding of departmental promotion of faculty members.
6. Discussion on participation in Induction and Refresher course of Teaching Staff.
7. Discussion on holding seminars/workshops/educational tour/field trips etc for the sessions 2021-22.

### IQAC Committee:

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Coordinator	
Dr. Jonaram Nath, HoD, Dept. of Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education		
Rayhanul Ahmed, Dept. of History		
Mainul Hoque Akanda, HoD, Dept. of Political Science		

Principal  
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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



Umme Salma, HoD., Dept. of Economics	Teacher	<i>Umme</i>
Asraful Alam Choudhury, , HoD., Dept. of English	Representative	<i>Asraful</i>
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali		<i>T. Saha</i>
Ms. Limisha Bora, Asst. Prof., Dept. of Philosophy		<i>Limisha</i>
Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce		<i>Dhanesh</i>
Dr. Dilip Sarmah, President, Governing Body, Khagarijan College	Management Rep.	<i>Dr. Dilip</i>
Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep.	<i>Sewali</i>
Mr. Digen Ch. Bora, UDA, Khagarijan College		
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.	Member (Local society)	<i>Roselin</i>
Mr. Nabarun Misra, Owner, SS Technology.	Industry partner	
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon		
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		<i>Biman</i>
Mr. Moon Ch. Goon, Ex Student, Khagarijan College	Alumni Member	<i>Moon</i>
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	B.A.	<i>M. Ahmad</i>
Mousumi Boro, M.A. Student	M.A.	<i>Mousumi Boro</i>

*Ramesh Nath*  
Principal  
Khagarijan College  
Nagaon (Assam)





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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



## MINUTES OF THE MEETING

**Date: 03-06-2021**


**Venue: Teachers' Common Room**

**Time: 11.00 A.M.**

The Coordinator of IQAC, Dr. Rameswar Kurmi, starts the meeting with warm greetings to the Chairperson and respective members of the Committee and explained the aim of the meeting and handed over the agenda to the Chairperson. The chairperson has addressed all the issues included in the agenda and finally the following discussion has been done:

**In the meeting the following major points were discussed for the session 2021-2022.**

Sl.No	Agenda	Resolution
01	Read & confirmation of the resolutions of the previous meeting held on 06-03-2021	At the very outset of the meeting, as per the advice of the Chairperson, the Coordinator of IQAC read out the Minutes of the previous meeting dated 06-03-2021 and opened for discussion.
02	Discussion on submission of AQAR for the session 2019-2020.	Discussion was held on the preparation of the AQAR for the session 2019-2020. The Coordinators of the respective Criteria highlighted the progress of their works.
03	Discussion on programme to be scheduled at the adopted village.	Discussion was held on the new action plan for the adopted village "Borkola Lalung Gaon, Borkola, Nagaon under NSS Unit.
04	Discussion on New Admission in the midst of Covid-19 situation for 2021-2022.	Discussion was held on the admission progress for the session 2021-2022 in various subjects.
05	Discussion on holding of departmental promotion of faculty members.	Discussion was held on promotion of faculty members from the department of Assamese, English, Education and Political Science.
06	Discussion on participation in Induction and Refresher course of Teaching Staff.	The committee has discussed about the participation in Induction/Refresher Courses required for the promotion criteria.
07	Discussion on holding seminars/workshops/educational tour/field trips etc for the sessions 2021-22.	The committee discussed in details about holding or organizing workshop/webinars/Training programmes for the students.

  
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Ref. No. ....

Date : .....

From,


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

Principal & Secretary



## ACTION TAKEN REPORT

Sl.No.	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 06-03-2021	The minutes of the previous meeting has been discussed in detail and with minor modifications the same has been adopted.
02	Discussion on submission of AQAR for the session 2019-2020.	In the meeting it is decided to prepare and submit the AQAR for the session 2019-2020 by December 2021.
03	Discussion on programme to be scheduled at the adopted village.	It is decided unanimously, that if the Covid-19 situation improved then the IQAC and NSS will conduct special programme in the adopted village.
04	Discussion on New Admission in the midst of Covid-19 situation for 2021-2022.	It is decided in the meeting that the admission will be on online mode exclusively, and fee for the p <b>Prospectus</b> will be waived.
05	Discussion on holding of departmental promotion of faculty members	The committee has resolved that the <b>Faculty</b> members, whose promotion due have already been over will apply for <b>Departmental Promotion</b> as soon as Possible.
06	Discussion on participation in Induction and Refresher course of Teaching Staff.	The members of the meeting have adopted resolution that <b>Faculty Members as well as the Non-Teaching Staff</b> will be encouraged to participate in Induction and Refresher Courses during the year.
07	Discussion on holding seminars/workshops/educational tour/field trips etc for the sessions 2021-22.	Resolutions have been adopted to arrange <b>Training Programme</b> and <b>gender sensitization programme</b> for Faculty as well as Non-Teaching Staff and students.

  
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Ref. No. ....

Date : 25/11/2021

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary

## IQAC MEETING, 2020-2021

### NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, & respected members of the Admission Committee for the session 2020-2021, are hereby notified that a meeting will be held on 27-11-2021 at IQAC Office to discuss the following agenda:-

**(The meeting will be held by abiding COVID-19 Guidelines issued by the Govt. of Assam)**

#### **Agenda:**

1. Read & confirmation of the resolutions of the previous meeting held on 03-06-2021
2. Discussion on Feedback Collection and Assessment for the Session 2020-2021.
3. Discussion on Bridge/Remedial/faculty Exchange programme.
4. Discussion on Publications of Souvenir/Books on the occasion of Golden Jubilee Year.
5. Discussion on **Submission of AQAR for 2019-2020 Session.**

(Dr. Ramesh Nath)  
Principal  
Khagarijan College

Principal  
Khagarijan College  
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Ref. No. ....

Date : 27/11/2021.....

From,

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

Principal & Secretary



## IQAC MEETING, 2020-2021

A Meeting of Internal Quality Assurance Cell is held on 27-11-2021 at 2.30 P.M. at IQAC Office under the Chairmanship of Dr. Ramesh Nath, Principal of the College, with the members of the Admission Committee for the session 2020-2021, to discuss the following agenda:

(The Meeting was held by maintaining Covid-19 Guidelines)

### Agenda:

6. Read & confirmation of the resolutions of the previous meeting held on 03-06-2021
7. Discussion on Feedback Collection and Assessment for the Session 2020-2021.
8. Discussion on Bridge/Remedial/faculty Exchange programme.
9. Discussion on Publications of Souvenir/Books on the occasion of Golden Jubilee Year.
10. Discussion on **Submission of AQAR for 2019-2020 Session.**

### IQAC Committee:

Name	Designation	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asst. Prof., Dept. of History	Coordinator	
Mr. Chow Kotong Lungking, Asst. Prof., Dept. of Education	Asst. Coordinator	
Dr. Jonaram Nath, HoD, Dept. of Assamese	Teacher Representative	
Mrs. Ajanta Bora Khargharia, HoD, Dept. of Education		
Rayhanul Ahmed, Dept. of History		
Mainul Hoque Akanda, HoD, Dept. of Political Science		
Umme Salma, HoD., Dept. of Economics		
Asraful Alam Choudhury, , HoD., Dept. of English		
Ms. Tapashi Saha, Asst. Prof. Dept. of Bengali		
Ms. Limisha Bora, Asst. Prof., Dept. of Philosophy		
Mr. Dhanesh Sharma, Asst. Prof. Dept. of Commerce		

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Date :

From,

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

Principal & Secretary



Dr. Dilip Sarmah, President, Governing Body, Khagarijan College	Management Rep.	
Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep.	
Mr. Digen Ch. Bora, UDA, Khagarijan College		
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.	Member (Local society)	
Mr. Nabarun Misra, Owner, SS Technology.	Industry partner	
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon		
Mr. Biman Borah, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		
Mr. Moon Ch. Goon, Ex Student, Khagarijan College	Alumni Member	
Md. Mohazir Ahmed, B.A. 3 <sup>rd</sup> Semester	B.A.	
Mousumi Boro, M.A. Student	M.A.	

### Feedback Committee:

Name	Designation	Signature
Chow Kotong Lungking, Asst. Prof. Dept. of Education	Convenor	
Umme Salma, Asst. Prof., Dept. of Economics	Member	
Dr. Deepak Kr. Sarkar, Asst. Prof., Dept. of Education	member	

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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



## MINUTES OF THE MEETING


**Date: 27-11-2021**

**Venue: IQAC Office**

**Time: 2.30 P.M**

On 27-11-2021, at IQAC Office, a meeting of IQAC is held under the Chairmanship of Dr. Ramesh Nath, Principal of the College at 2.30 P.M. The meeting was started by the Coordinator, IQAC, Khagarijan College, with warm greetings to the presidents and the respective members of the Committee. In the meeting the following issues has been addressed:-

Sl. No.	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 03-06-2021	In the meeting the Minutes of the Previous Meeting dated 03-06-2021 has been read out by the Coordinator, IQAC and opened for discussion.
02	Discussion on Feedback Collection and Assessment for the Session 2020-2021	Regarding Feedback collection and analysis for the Session 2020-2021, it has been discussed in details the framework and strategies to be deployed in collecting feedback from stakeholders in the midst of the Covid-19 situation.
03	Discussion on Bridge/Remedial/faculty Exchange programme.	The members of the Committee discussed in details about the progress of the online classes that was done through college website and the need for Bridge/Remedial and faculty exchange programme.
04	Discussion on Publications of Souvenir/Books on the occasion of Golden Jubilee Year.	The Committee members have discussed regarding the publication of Souvenir/Books on the occasion of Golden Jubilee Year, 2021-22.
05	Discussion on Submission of AQAR for 2019-2020 Session.	The member of the Committee discussed about the progress of AQAR preparation and the Coordinators (Criteria wise) placed their progress on AQAR work.

  
Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : .....

From,

**Dr. Ramesh Nath**, M.Sc., B.Ed., Ph.D.  
Principal & Secretary



## ACTION TAKEN REPORT

Sl. No.	Agenda	Resolutions
01	Read & confirmation of the resolutions of the previous meeting held on 03-06-2021	After a prolonged discussion, with some minor modifications, the Minutes of the Previous Meeting has been approved unanimously.
02	Discussion on Feedback Collection and Assessment for the Session 2020-2021	a. The Committee decided on collection and analysis of Feedback from various stakeholders on online (Google form) mode through well furnished questionnaire. b. For the students of sixth semester, the feedback form will be attached in the college website.
03	Discussion on Bridge/Remedial/faculty Exchange programme.	It has been resolved in the meeting that after the completion of the normal course, the initiatives be taken for Bridge/Remedial/Faculty exchange programme be taken for the benefit of the students.
04	Discussion on Publications of Souvenir/Books on the occasion of Golden Jubilee Year.	It is resolved in the meeting that each department will publish a book on multidisciplinary approach and a souvenir will be published commemorating the 50 years of the college.
05	Discussion on <b>Submission of AQAR for 2019-2020 Session.</b>	The meeting resolved that the AQAR be uploaded in NAAC website on or before 31 <sup>st</sup> December, 2021.

*Ramesh Nath*  
Principal  
Khagarijan College  
Nagaon (Assam)



Government of India  
Ministry of Education  
Department of Higher Education  
Statistics Division  
New Delhi

# Certificate



**Reference No.** C-17338-2020

This is to certify that Dr Ramesh Nath of Khagarijan College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2020-2021.

*R.Rajesh*

( Shri R. Rajesh )

Deputy Director General

Dated: 08/04/2022



From,

Cheniram Baidya, M.Com  
Internal Auditor  
Khagarijan College, Nagaon

30.08.2021  
Date - 30.03.2022

To

The Principal, Khagarijan College, Nagaon, Assam

Subject- Audit report on the Accounts of the Khagarijan College for the year ended 31<sup>st</sup> March/2021

Ref No- Yours letter no KC/IX/84805(A)/2021-2022 Dt. 23.04.2021

Sir,

With reference to your letter number and dt. cited above, I have the honour to state that I have audited the Khagarijan College accounts with effect from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 and have submitted my report as follows.

**2. Incumbency:** The following person was the Principal and Secretary for the period mentioned against each.

(i) **Principal:** - Dr. Ramesh Nath, M.Sc., B.ED, Ph.D  
w.e.f 01/04/2020 to 31.03.2021

(ii) **Secretary:** - Dr. Ramesh Nath, M.Sc., B.ED, Ph.D  
w.e.f 01/04/2020 to 31.03.2021

**3. Closing Balance of College General Fund:** The Closing Balance of the College General fund was Rs. 22,02,726.20 details of which is given below:

Cash in hand with the Secretary	-	NIL
Cash at Bank (in SB A/C No. 10965243090 of SBI Nagaon)	-	20, 39,018.20
<u>Fixed Deposit (With Central Bank Of India, Nagaon)</u>	-	<u>1, 63,708.00</u>
	-	22, 02,726.20

(Rupees Twenty Two Lakhs Two Thousand Seven Hundred Twenty Six & Paise Twenty only)

**4. Reserve Fund :** The College authority has maintained a Reserve Fund of Rs 1,63,708.00 details of which are given below.

SI No	FDR No.	Date of Opening	Date of Maturity	Amount
1	1481966240	08/10/2014	10/10/2017	1,14,468.00
2	1481966239	08/10/2014	08/10/2017	49,240.00
Total				1,63,708.00

**5. Government Grant:** The Drawal and utilization of Government non- recurring grants received by the College are shown in the statement a attached herewith

**6. Subsidiary Funds:** The Closing Balance as per Cash Book of the subsidiary funds maintained by the College 31/03/2021 are given below.

Sl No	Fund	Amount
1	UGC Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank ( in SB A/C No. 3021556916 of CBI)	24410.05
	Total	24410.05
2	Education Extension Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1482014096 of CBI)	38795.00
	Total	38795.00
3	Examination Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915003 of CBI)	58378.95
	Total	58378.95
4	Common Room Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915025 of CBI)	2930.00
	Total	2930.00
5	Cultural Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 3048808002 of CBI)	21252.00
	Total	21252.00
6	AID Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 0031013172414 of UBI)	2277.30
	Total	2277.30
7	Hostel Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No.2059010035060, UBI)	32853.40
	Total	32853.40
8	PG Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 2059010028769 of UBI)	205229.38
	Total	205229.38
9	XEROX Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 3176891696of CBI)	7220.80
	Total	7220.80
10	Magazine Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914984of CBI)	183735.40
	Total	183735.40
11	Library Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915014 of CBI)	191837.30
	Total	191837.30
12	Poor Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914951of CBI)	50749.80
	Total	50749.80
13	Social Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 14818914962 of CBI)	84401.00
	Total	84401.00

14	Union Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481915036 of CBI)	8945.70
	Total	8945.70
15	Registration Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914973 of CBI)	30035.34
	Total	30035.34
16	Building Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481917850 of CBI)	2298.56
	Total	2298.56
17	Games Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 1481914995 of CBI)	490.20
	Total	490.20
18	COC Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 31013099245 of UBI)	285119.35
	Total	285119.35
19	NSS Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 2059010042616 of UBI)	74507.10
	Total	74507.10
20	RUSA Fund	
	Cash in Hand with the Secretary	NIL
	Cash at Bank(in SB A/C No. 2059010045553 of PNB)	3300577.58
	Total	3300577.58

**7. Scholarship:** No Scholarship money was received by the College and paid to the Student's during the period of Audit. The particulars of the scholarship fund are stated below

1.	Opening Balance on 1.04.2020	2,33,539.86
2.	Interest earned	7456.00
3.	Bank Charge	35.40
4.	Closing Balance on 31.03.2021	2,40,960.46

**8. Inter - transfer of Fund:** The following inter transfer of Funds noticed during the course of Audit.

Sl No	Date	From	To	Amount	Date of Refund	Remarks
1	05.10.2020	Magazine Fund	General Fund	1,00,000.00	30.03.2021	
2	04.12.2020	Examination Fund	General Fund	1,50,000.00	30.03.2021	
3	05.10.2020	Education Ext.	General Fund	1,00,000.00	30.03.2021	
4	05.10.2020	COC	General Fund	1,00,000.00	30.03.2021	
5	04.12.2020	COC	General Fund	2,00,000.00	30.03.2021	

**9. Misappropriation/Embezzlement noticed:**

No Misappropriation of Cash and embezzlement of goods are noticed during the period of Audit.

**10. Diversion of Govt Grants:** No diversion of Govt. Grants noticed during the period of Audit.

**11. Payment Vouchers:** Payment Vouchers are properly maintained

**12. Financial Position as on 31/03/2021**

The accounts are maintained under Single Entry System. Hence the Financial Position of the College as on 31/03/2021 could not be ascertained.

**13. Receipts and Payments Account:** The Receipts and Payments Account for the year ended 31<sup>st</sup> March, 2021 is enclosed herewith.

**14. Maintenance of Accounts:** The maintenance of the College accounts is fairly good.

Yours Faithfully

*Cheni Ram Baidya*  
30.03.2021

(Cheni Ram Baidya)


Internal Auditor

Khagarijan College, Nagaon

**Internal Auditor**  
**Khagarijan College**  
**Nagaon (Assam)**

**RECEIPTS AND PAYMENT ACCOUNT OF KHAGARIJAN COLLEGE  
FOR THE YEAR ENDED 31<sup>st</sup> March 2021**

Receipts		Amount	Payment	Amount
To, Opening Balance			By, Salaries to Non Sanctioned Staff	12,23,153.00
Cash in hand	NIL		By, Travelling Allowance	100119.00
Cash at Bank	9,68,889.78		By, Electricity Charge	239773.00
Reserve Fund	1,63,708.00	1132597.78	By, Telephone	10557.00
			By, Repairs	148526.00
To, Fees Received :			By, Equipments	153401.08
Certificate Fees		4300.00	By, Printer & Stationery	49903.00
To, Received from DC against Covid		26455.00	By, Miscellaneous	186374.50
To, amount received from Govt.		39,40,482.00	By, Interview Expenses	166600.00
To, cash received from candidates for interview		2,99,500.00	By, Repayment of Loan	650000.00
To, Loan Transfer		6,50,000.00	By, Transfer of Fund	932960.00
To, interest on Bank Deposit		24,783.00	By, Inspection Expenses	14025.00
			By, Closing Balance c/d	
			Cash in Hand	NIL
			Cash at Bank	20,39,018.20
			Reserve Fund	1,63,708.00
				22,02,726.20
<b>Total</b>		<b>60,78,117.78</b>	<b>Total</b>	<b>60,78,117.78</b>

  
 (Cheni Ram Baidya)  
 Inter al Auditor  
 Khagarijan College, Nagaon  
 Internal Auditor  
 Khagarijan College  
 Nagaon (Assam)

## Statement 'A'

## Statement showing the Drawal and utilization of Non recurring

Grants received from Government and other agencies during the year ended 31<sup>st</sup> March/2021

Sl No	Sanctioning Letter No & Date	Purpose	Amount	Date of Credit in Cashbook	Whether Utilised	Remain Unutilised
1	NIL	Fees Received From Government against Admission	39,40,482.00	02.02.2021	Fully Utilized	
2	NIL	Amount Received from DC, Nagaon in connection with Covid Centre at Khagarijan College, Nagon	26,455.00	31.03.2021	Fully Utilized	
Total			3966937.00			

*Reviewed*  
20.8.2021

(Cheni Ram Baidya)

Internal Auditor

Khagarijan College, Nagaon  
Internal Auditor  
Khagarijan College  
Nagaon (Assam)