



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 : 01-06-2021.

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



## IQAC MEETING, 2021-2022 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. Plan of Action for the Session 2021-2022.
3. Discussion on submission of AQAR for the session 2020-2021.
4. Discussion on programme to be scheduled at the adopted village.
5. Discussion on date of New Admission in the midst of Covid-19 situation for 2021-2022.
6. Discussion on holding of departmental promotion of faculty members.
7. Discussion on participation in Induction and Refresher course of Teaching Staff.
8. 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, 2021-2022

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. Plan of Action for the Session 2021-2022.
3. Discussion on submission of AQAR for the session 2020-2021.
4. Discussion on programme to be scheduled at the adopted village.
5. Discussion on date of New Admission in the midst of Covid-19 situation for 2021-2022.
6. Discussion on holding of departmental promotion of faculty members.
7. Discussion on participation in Induction and Refresher course of Teaching Staff.
8. 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		
Umme Salma, HoD., Dept. of Economics		





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Ref. No. ....

Date : 02-06-2021...

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



Asraful Alam Choudhury, , HoD., Dept. of English		<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. Sarat Kumar Dutta, Member, Governing Body, Khagarijan College	Management Rep.	<i>A</i>
Mrs. Sewali Chakravarty, BDO, Pakhimoria Mouza	Administrative Rep.	<i>A</i>
Mr. Digen Ch. Bora, UDA, Khagarijan College		<i>Digen</i>
Dr. Roselin Jahan, Retd. Associate Professor, Nowgong College.	Member (Local society)	<i>Roselin</i>
Mr. Nabarun Misra, Owner, SS Technology.	Industry partner	<i>Nabarun Misra</i>
Mr. Pankaj Sharma, Proprietor, Ganpati Motor & Shree Hero, Nagaon		<i>Pankaj</i>
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>Mohazir</i>
Mousumi Boro, M.A. Student	M.A.	<i>M. Boro</i>

*Ramesh Nath*

**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



## 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	Plan of Action for the Session 2021-2022.	The action plan for the session 2021-22 is outlined as follows:- <ul style="list-style-type: none"> <li>• Plan to submit the AQAR for the session 2019-2020 as soon as possible.</li> <li>• Plan to prepare SSR for NAAC 3<sup>rd</sup> Cycle Assessment</li> <li>• Plan to organize Golden Jubilee programme yearlong.</li> <li>• Plan to enhance MoU Partner with different Industries and Academia.</li> <li>• Plan to complete the construction of First Floor of the new building under RUSA 2.0.</li> <li>• Plan to subscribe online journals for Central Library.</li> <li>• Plan to develop the college campus and plantations.</li> <li>• Plan to organize online workshops/webinars/guest lecture/</li> </ul>





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Ref. No. ....

Date : 03-06-2021...

From,

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



02	Plan of Action for the Session 2021-2022.	The action plan for the session 2021-22 is outlined as follows:- <ul style="list-style-type: none"><li>• Plan to submit the AQAR for the session 2019-2020 as soon as possible.</li><li>• Plan to prepare SSR for NAAC 3<sup>rd</sup> Cycle Assessment</li><li>• Plan to organize Golden Jubilee programme yearlong.</li><li>• Plan to enhance MoU Partner with different Industries and Academia.</li><li>• Plan to complete the construction of First Floor of the new building under RUSA 2.0.</li><li>• Plan to subscribe online journals for Central Library.</li><li>• Plan to develop the college campus and plantations.</li><li>• Plan to organize online workshops/webinars/guest lecture/faculty exchange programme/ open P.G. Course under KKHSOU.</li><li>• Plan to develop Flower garden in the college campus.</li><li>• Plan to install vermin compose plant in college campus.</li><li>• Plan to sign MoU with University of Science &amp; Technology, Meghalaya for skill enhancement of the student as well as the Faculty members.</li><li>• Plan to apply for national/International webinar.</li><li>• Plan to encourage faculty participation in Induction and Refresher Courses as part of the Faculty Development programme.</li><li>• Plan to purchase Scanner for developing electronic material in</li></ul>
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		<p>Central Library.</p> <ul style="list-style-type: none"> <li>Plan to extend outreach activity and plan to take membership in Unnat Bharat Abhiyan.</li> </ul>
03	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.
04	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.
05	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.
06	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.
07	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.
08	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.



  
**Principal**  
**Khagarijan College**  
**Nagaon : Assam**





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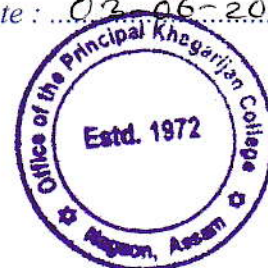
Ref. No. ....

Date : ...02.06.2021.

From,

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

Principal & Secretary



## ACTION TAKEN REPORT

Sl.No.	Agenda	Resolutions
01	<b>Read &amp; confirmation of the resolutions of the previous meeting held on 06-03-2021</b>	The minutes of the previous meeting has been discussed in detail and with minor modifications the same has been adopted.
02	<b>Plan of Action for the Session 2021-2022.</b>	In the meeting for the session 2021-22, a total of 16 plan of action has been framed and the Coordinator of IQAC has been given the responsibility to implement the same with the consultations with various committees and with management.
03	<b>Discussion on submission of AQAR for the session 2019-2020.</b>	In the meeting it is decided to prepare and submit the AQAR for the session 2019-2020 by December 2021.
04	<b>Discussion on programme to be scheduled at the adopted village.</b>	It is decided unanimously, that if the Covid-19 situation improved then the IQAC and NSS will conduct special programme in the adopted village.
05	<b>Discussion on New Admission in the midst of Covid-19 situation for 2021-2022.</b>	It is decided in the meeting that the admission will be on online mode exclusively, and fee for the p Prospectus will be waived.
06	<b>Discussion on holding of departmental promotion of faculty members</b>	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.
07	<b>Discussion on participation in Induction and Refresher course of Teaching Staff.</b>	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.
08	<b>Discussion on holding seminars/workshops/educational tour/field trips etc for the sessions 2021-22.</b>	Resolutions has been adopted to arrange <b>Training Programme</b> and <b>gender sensitization programme</b> for Faculty as well as Non-Teaching Staff and students.

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**



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Ref. No. ....

Date : 27/07/2021

From,

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



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held with Governing Body of the College on 30-07-2021 at Teachers Common Room at 11.30 A.M. to discuss the following agenda:-

**{The Meeting will be held as per the COVID-19 Protocol of the Government of Assam}**

### Agenda:

1. Read and confirmation of the Previous meeting held on 03-06-2021
2. Discussion on AQAR Submission for the Session 2019-2020.
3. Discussion on future plan and academic issues
4. Others

**Venue: Teachers Common Room**

**Time: 11.30 A.M.**

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

Principal  
Khagarijan College  
Nagaon (Assam)





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Ref. No. ....

Date : 30/07/2021

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on 30-07-2021 under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:

### Agenda:

1. Read and confirmation of the Previous meeting held on 01-06-2021
2. Discussion on AQAR Submission for the Session 2019-2020.
3. Discussion on future plan and academic issues

**Venue: Teachers Common Room**

**Time: 11.30 A.M.**

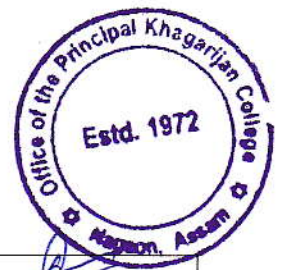
### Members of the Governing Body Present in the Meeting:

1. Dr. Dilip Sarmah, President, Governing Body
2. Dr. Ramesh Nath, Principal
3. Sjt. Girindra Kumar Boruah, Nominated Member, Governing Body
4. Dr. Suranjit Kumar Borkotoky, Nominated Member, Governing Body
5. Dr. Jonaram Nath, Vice-Principal, Khagarijan College
6. Dr. Swapan Jyoti Nath, Teacher Member
7. Dr. Rameswar Kurmi, Teacher Member
8. Sri Deepak Kumar Nath, Librarian
9. Sri Dimbeswar Das, Guardian Member
10. Sri Digen Chandra Bora, Office Representative

### IQAC Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashrafal Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		





Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body	Management Rep.	
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	A
Mr. Nabarun Mishra, Owner, S.S. Technology		Nabarun Mishra
Mr. Biman Bora, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	
Md. Mohazir Ahmed, Student, UG	Student member UG	Mohazir Ahmed
Mousumi Bodo, Student, PG	Student member PG	Mi. Bodo

At the very outset of the meeting, Dr. Rameswar Kurmi, Coordinator, IQAC, Khagarijan College, greeted the respected President of the Governing Body, Respected Members and members of the Internal Quality Assurance Cell present in the meeting. He further explains in details about the aims and the objectives of the agenda of the meeting and seeks valuable suggestions and guidance from the respected members present.

Dr. Kurmi further, as per the request of the Chairperson read out the proceedings of the previous meeting held on 03-06-2021. He also remarked about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02, 03 & 04 the following decision has been taken.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 03-06-2021.	The Minutes of the Previous Meeting dated 03-06-2021 was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the resolutions adopted and its implementation.
<b>Agenda: 02</b> Discussion on AQAR Submission for the Session 2019-2020.	Discussed threadbare and resolved that the prepared AQAR for the session 2019-2020 academic session is well furnished but ask to revised the same and be submitted as soon as possible.
<b>Agenda: 03</b> Discussion on future plan and academic issues	The meeting after threadbare discussion resolved that for smooth conduction of NAAC related work a Monitoring Committee be formed.
	The meeting unanimously resolved to that all the online classes conducted in different platform should be brought under College website's Online Portal.
	In the meeting it is resolved that for the Celebration of





	<p>In the meeting it is resolved that for the Celebration of the Golden Jubilee of the college a Reception Committee be formed with the President, Governing Body, Principal of the college.</p>
	<p>The Committee resolved that due to COVID-19 Pandemic situation much emphasis be give in conducting online classes.</p>
	<p>The meeting after threadbare discussion resolved that for the maintenance of record of all online classes a separate link would be created in college website.</p>

<b>Agenda: 03</b> Discussion on future plan and academic issues	<p>It is resolved in the meeting that academic and other activity should be speed up for hosting the Golden Jubilee Inaugural Session.</p>
	<p>The Committee resolved to undertake more collaborative activities with NGOs/Academic Institution and Industry partners.</p>
	<p>After threadbare discussion, the committee resolved that the Home Assignment, Online Examination, Project Work should be completed within stipulated time.</p>

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

Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : 30/07/2021

From,

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

Principal & Secretary



## ACTION TAKEN REPORT:

MEETING DATE: 30-07-2021

The following action has been taken on the Resolutions adopted in the meeting dated: 30-07-2021

Sl. No.	Agenda	Action Taken
01	<b>Read &amp; Confirmation of the resolutions of the meeting held on 01-06-2021</b>	The Minutes of the Previous meeting dated 01-06-2021, after short discussion has been adopted and approved unanimously.
02	<b>Discussion on AQAR Submission for the session 2019-2020</b>	The Internal Quality Assurance Cell of the college resolved that the AQAR for the Session 2019-2020 will be modified and submitted by September 2021. The members of the Meeting entrusted the responsibility Monitoring Committee to Monitor the NAAC related works of the college to the Coordinator of IQAC.
03	<b>Discussion on Future Plan</b>	The website committee of the college is entrusted the responsibility to correspondence with the Website Developer to create a link for online classes. The responsibility to form the Reception Committee for hosting the Inaugural Session of the Golden Jubilee to the principal of the college. The responsibility to conduct online demonstration to the students for submitting online Assignments/Online examination and Project work for the session to the Examination Committee. The member also resolved to collect Feedback online from the students and other stakeholders and the responsibility to the Feedback Committee.

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

Principal  
Khagarijan College  
Nagaon (Assam)





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Ref. No. ....

Date : ...03/08/2021

From,

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

Principal & Secretary



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell and the Mentor-Mentees, Khagarijan College, Nagaon, Assam are hereby informed that a Training Programme will be held on 06-08-2021 at Teachers Common Room at 2.45 P.M. Mentor Mentee System:-

**Agenda:**

1. Training Programme on Mentor Mentee System.

**Venue: Teachers Common Room**

**Time: 2.45 P.M.**

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

Principal  
Khagarijan College  
Nagaon (Assam)



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Date : .....

From,

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

Principal & Secretary



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A training programme on Mentor-Mentee System of the college is organized by Internal Quality Assurance Cell on 06-08-2021 at 2.45. P.M. at Teachers Common Room. The Programme was chaired by dr. Ramesh Nath, principal of the college.

**(The Meeting was held by maintaining COVID-19 Protocol)**

**Agenda:**

### 1. Training Programme on Mentor-Mentee System

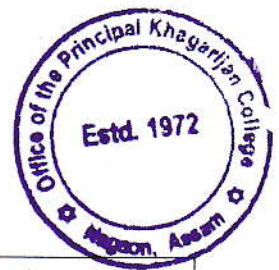
**Venue: Teachers Common Room**

**Time: 2.45 P.M.**

Signature of the IQAC Members:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		
Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	





Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	A
Mr. Nabarun Mishra, Owner, S.S. Technology		A
Mr. Biman Bora, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		<i>Biman Bora</i>
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	A
Md. Mohazir Ahmed, Student, UG	Student member UG	<i>Md. Mohazir</i>
Mousumi Bodo, Student, PG	Student member PG	<i>M. Bodo</i>

### Signature of the Mentor-Mentee

Group Serial	Name of the Mentor-Mentee	Signature
01	Dr. Jonaram Nath	<i>Dr. J. Nath</i>
	Mrs. Dharitri Das	A
02	Mainul Hoque Akanda	<i>Mainul Hoque</i>
	Ms. Limisha Bora	A
03	Rayhanul Ahmed	<i>Rayhanul</i>
	Ms. Tapashi Saha	<i>T. Saha</i>
04	Dr. Swapan Jyoti Nath	<i>Dr. Swapan</i>
	Mr. Reba Kumar Das	A
05	Dr. Deepak Kumar Sarkar	<i>Dr. Deepak</i>
	Ms. Jhorna Morang	<i>Jhorna</i>
06	Umme Salma	<i>Umme Salma</i>
	Ms. Bichitra Pegu	<i>B. Pegu</i>
07	Chow Kotong Lungking	<i>Chow Kotong</i>
	Ms. Maitreyee Dutta	<i>M. Dutta</i>
08	Ashraful Alam Choudhury	<i>A. Choudhury</i>
	Ms. Rupali Talukdar	<i>R. Talukdar</i>

At the very beginning of the programme, Dr. Rameswar Kurmi, Coordinator, IQAC, Khagarijan College, greeted the respected members of the IQAC Committee presents in the programme. He further explains in details about the aims and the objectives of programme and seeks cooperation from the members present.



With the above mentioned signatories the demonstration programme started under the Chairmanship of Dr. Ramesh Nath. In his inaugural speech, Dr. Nath has highlighted the need of the mentoring of the student to cope with challenges faced by the students. According to him through the Mentoring system a better consultancy process can be achieved and it touched the students from every corner.

Moving on next, Dr. Rameswar Kurmi, Coordinator, IQAC, delivered a detailed lecture to enhance the measure of the mentor Mentee System. He point out that 05 nos of newly appointed faculty members have to focus more on the agenda of the programme. He also remarked that all the new faculty members will incorporate in the Mentor-Mentee System to assist the Senior Faculty members.

**In the Demonstration Programme the Following Decision has been adopted:-**

1. It is decided that due to COVID-19 pandemic situation, the mentoring system should go through collective and individual manner on phone or on online mode.
2. It is also decided that along with the current student the arrear or back student be incorporate in the system.
3. It has also been decided that those who are outside the Nagaon district and unable to travel due to Covid-19 situation, the mentor-mentees are asked make contact on phone individually.
4. In the programme, it is decided that for the slow learners identified by the department's special measures be taken from the mentor-Mentee's side.
5. It has also been decided that if the problem arise from the Students and if the HoD's initiative is not able to solve the problem then the same should be forwarded to the Office of the Principal.
6. It is decided in the programme that the Mentor-mentees will seat (if possible offline) with allotted students on monthly basis and the same will be monitored by the Coordinator IQAC.

At the end of the programme Dr. Rameswar Kurmi, Coordinator, IQAC offered his vote of thanks to the members of the IQAC and the respected mentor Mentees for their valuable support and cooperation.

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

Principal  
Khagarijan College  
Nagaon (Assam)





OFFICE OF THE PRINCIPAL

# KHAGARIJAN COLLEGE

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Ref. No. ....

Date : 09-08-2021

From,

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



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on 10-08-2021 at Teachers Common Room at 11.00 A.M. to discuss the following agenda:-

**Agenda:**

1. Read and confirmation of the Previous meeting held on 30-07-2021
2. Discussion on Academic Planning for Golden Jubilee Celebration Year
3. Discussion on outreach activities.
4. Progression on Departmental Activities
5. Discussion on holding of Seminar/workshop/webinar/Popular talk etc

**Venue: Teachers Common Room**

**Time: 11.00 A.M.**

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

**Principal  
Khagarijan College  
Nagaon : Assam**



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Ref. No. ....

Date : 10-08-2021

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on 10-08-2021 under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:

### Agenda:

1. Read and confirmation of the Previous meeting held on 30-07-2021
2. Discussion on Academic Planning for Golden Jubilee Celebration Year
3. Discussion on outreach activities.
4. Progression on Departmental Activities
5. Discussion on holding of Seminar/workshop/webinar/Popular talk etc

**Venue: Teachers Common Room**

**Time: 11.00 A.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		
Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	
Mr. Nabarun Mishra, Owner, S.S. Technology		
Mr. Biman Bora, Proprietor, Aparupa Nursery &		





Renewable Energy Park, Nagaon, Assam		A
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	A
Md. Mohazir Ahmed, Student, UG	Student member UG	Mohazir Ahmed
Mousumi Bodo, Student, PG	Student member PG	M. Bodo

At the very outset of the meeting, Dr. Rameswar Kurmi, Coordinator, IQAC, Khagarijan College, greeted the respected President and members of the Committee present in the meeting. He further explains in details about the aims and the objectives of the meeting and seek valuable suggestions and guidance from the members present.

Dr. Kurmi further, as per the request of the Chairperson read out the proceedings of the previous meeting held on 30-07-2021. He also remarked about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02, 03, 04 & 05 the following decision has been taken for the session 2021-2022.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 30-07-2021.	The Minutes of the Previous Meeting dated 30-07-2021. was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about its implementations and success.
<b>Agenda: 02</b> Discussion on Academic Planning for Golden Jubilee Celebration Year	<b>After long discussion the members of the Committee resolved the following decision on the Agenda for the Academic Session 2021-22:</b>
	The Committee resolved that for the Academic related activities on the occasion of Golden Jubilee celebration Programme a sub Committee of literary section be formed in advance to speed up the activities.
	The meeting unanimously resolved to attach a big size Banner for Golden Jubilee be installed in front of the college gate.
<b>Agenda: 03</b> Discussion on outreach activities.	In the meeting it is resolved that another meeting will be held on 22-08-2021, Sunday to form the Reception Committee for Golden Jubilee celebration at 10.30 A.M. offline/Online mode with the Faculty Members, Members of the Governing Body, Alumni and Parents by maintaining COVID-19 Protocol to plan the outreach activity.
<b>Agenda: 04</b> Progression on Departmental Activities	It is resolved to form a Golden Jubilee Planning Committee under the initiative of the Principal of the college along with the HoDs of respective department.
	The meeting resolved to publish a leaflet indicating the news and events of the Golden Jubilee programme and the same should be circulate in the college website and in News papers.
	The meeting resolved to invite Dr. Hitesh Deka, Vice-Chancellor of Mahapurush Srimanta Sankardev Vishwa



	Vidyalaya as Key Note Speaker of the Academic Session.
<b>Agenda: 05</b> Discussion on holding of Seminar/workshop/webinar/Popular talk etc	The meeting resolve to organize programme such as Inter-Departmental Quiz, Webinar, Workshop, national and International webinars etc. on the occasion of the Golden Jubilee Celebration.

<b>Agenda: 05</b> Discussion on holding of Seminar/workshop/webinar/Popular talk etc	The members of the meeting resolved that a Committee for implementation of Academic Activities under the initiative of IQAC.
	The meeting after long discussion resolved to publish books by every department at their own expenses.
	After threadbare discussion for any publication there will be a committee for editing and scrutinization.
	The Meeting resolved for the publication of Wall Magazine by every department and resolved to digitize the same in the college website.

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

**Principal**  
**Khagarijan College**  
**Nagaon | Assam**





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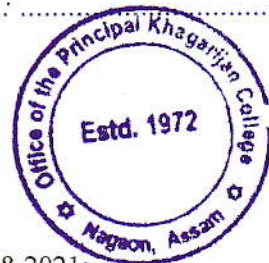
E-mail : khagarijancollege1@gmail.com, Website : www.khagarijancollege.co.in

Ref. No. ....

Date : .....

From,

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



**ACTION TAKEN REPORT:**

**MEETING DATE: 10-08-2021**

The following action has been taken on the Resolutions adopted in the meeting dated 10-08-2021:-

Sl. No.	Agenda	Action Taken
01	Read & Confirmation of the resolutions of the meeting held on 30-07-2021	The Minutes of the Previous meeting dated 30-07-2021, after short discussion has been adopted and approved unanimously.
02	Discussion on Academic Planning for Golden Jubilee Celebration Year	As per the decision of the meeting for adopting Academic activity, a Literary Committee will be formed shortly and responsibility to form the same has entrusted to the Internal Quality assurance cell.
03	Discussion on outreach activities.	The decision has been taken to organize another meeting on 22-08-2021 to plan about the outreach and other extension activities in relation with the Golden Jubilee celebration of the college.
04	Progression on Departmental Activities	After adoption of resolution the decision has been taken that the Reception Committee will be formed under the initiative of the Principal of the college and to invite the Vice-Chancellor of MSSVV for the academic session to be held on 12 <sup>th</sup> September, 2021.
	Discussion on holding of Seminar/workshop/webinar/Popular talk etc	The IQAC decided to form an Academic Activity Implementation Committee for the Publication on the occasion of Golden Jubilee celebration and also decided entrust the responsibility for publication of books/reference books by each department to the HoDs of the respective departments.

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

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**



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Ref. No. ....

Date : ..12-08-2021...

From,

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



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on 14-08-2021 at Teachers Common Room at 2.30 P.M. to discuss the following agenda:-

**Agenda:**

1. Read and confirmation of the Previous meeting held on 10-08-2021
2. Discussion on Odd Semester and Internal Assessment Examination.
3. Discussion on Curriculum Enrichment and Remedial Classes.

**Venue: Teachers Common Room**

**Time: 2.30 P.M.**

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

Principal  
Khagarijan College  
Nagaon (Assam)





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# KHAGARIJAN COLLEGE

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Ref. No. ....

Date : .....

From,

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

Principal & Secretary



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on **14-08-2021** under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:

**(The Meeting was held by maintaining COVID-19 Protocol)**

### Agenda:

1. Read and confirmation of the Previous meeting held on **10-08-2021**
2. Discussion on Odd Semester and Internal Assessment Examination.
3. Discussion on Curriculum Enrichment and Remedial Classes.

**Venue: Teachers Common Room**

**Time: 2.30 A.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		
Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	
Mr. Nabarun Mishra, Owner, S.S. Technology		
Mr. Biman Bora, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	



Md. Mohazir Ahmed, Student, UG	Student member UG	<i>AM</i>
Mousumi Bodo, Student, PG	Student member PG	<i>M. Bodo</i>

At the very beginning of the meeting, Dr. Rameswar Kurmi, Coordinator, IQAC, Khagarijan College, greeted the respected President and members of the IQAC Committee presents in the meeting. He further explains in details about the aims and the objectives of the agenda of the meeting and seeks valuable suggestions and guidance from the members present.

Dr. Kurmi further, as per the request of the Chairperson read out the proceedings of the previous meeting held on **10-08-2021**. He also remarked about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02 & 03 the following decision has been taken for the session 2021-2022.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 10-08-2021	The Minutes of the Previous Meeting dated <b>10-08-2021</b> was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the decision taken.
<b>ss</b>	<b>After long discussion the members of the Committee resolved the following decision on the agenda 01,02 &amp; 03 respectively:</b>
<b>Agenda: 02</b> Discussion on Odd Semester and Internal Assessment Examination.	Discussed threadbare and resolved that as the odd semester examination is going on in Online mode one Office will be appointed along with one Office Staff. The Committee resolved that the faculty members will assist the students in appearing online mode of examination.
<b>Agenda: 02</b> Discussion on Curriculum Enrichment and Remedial Classes	The members of the meeting resolved that for curriculum enrichment the faculty members be requested to go for inter-departmental classes to be held in online mode. Discussed threadbare and resolved that e-content will be supplied to the students as part of the study material. Discussed threadbare and resolved that remedial classes will be held for needy students in online mode through college website.

At the end of the meeting, Dr. Rameswar kurmi, Coordinator of IQAC offered his Vote of Thanks to the members present in the meeting for their valuable suggestions and guidance.







OFFICE OF THE PRINCIPAL

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Ref. No. ....

Date : 24/08/21

From,

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

Principal & Secretary



## ACTION TAKEN REPORT:

MEETING DATE: 14-08-2021

The following action has been taken on the Resolutions adopted in the meeting dated 14-08-2021:-

Sl. No.	Agenda	Action Taken
01	Read & Confirmation of the resolutions of the meeting held on 10-08-2021	The Minutes of the Previous meeting dated 10-08-2021, after short discussion has been adopted and approved unanimously.
02	Discussion on Odd Semester and Internal Assessment Examination.	The IQAC decides that teachers whose names are attached in the Website as Student Helpdesk are asked to demonstrate the students about pursuing online examinations and the Office Assistant Mr. Rakesh Sharma is asked for Technical help to the students. The committee suggest to the departments for timely assessment of the Assignments/Project/ and the marks of online assessment should submit in time.
03	Discussion on Curriculum Enrichment and Remedial Classes	The Internal Quality Assurance Cell entrust the responsibility of E-Content development to the Faculty members with immediate effect. The faculty Members are asked to organize remedial classes in online mode and also asked to supply e-content for Under Graduate Courses by the end of this month through college website.

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

Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : ..20-10-2021...

From,

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

INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM



## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on 23-10-2021 at Teachers Common Room at 2.00 P.M. to discuss the following agenda:-

**Agenda:**

1. Read and confirmation of the Previous meeting held on 14-08-2021
2. Discussion on Feedback Collection and Analysis
3. Discussion on Certificate/Add on Course progression.

**Venue: Teachers Common Room**  
**Time: 2.00 P.M.**

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

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**





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Ref. No. ....

Date : 23/08/21

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on **23-10-2021** under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:

**(The Meeting was held by maintaining COVID-19 Protocol)**

### Agenda:

1. Read and confirmation of the resolutions of the meeting held on 14-08-2021
2. Discussion on Feedback Collection and Analysis
3. Discussion on Certificate/Add on Course progression.

**Venue: Teachers Common Room**

**Time: 2.00 P.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		
Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	
Mr. Nabarun Mishra, Owner, S.S. Technology		



Mr. Biman Bora, Proprietor, Aparupa Nursery & Renewable Energy Park, Nagaon, Assam		
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	A
Md. Mohazir Ahmed, Student, UG	Student member UG	
Mousumi Bodo, Student, PG	Student member PG	M. Bodo

The meeting was started by Dr. Rameswar Kurmi, Coordinator, IQAC with warm greetings to the Chairperson and the respected members present in the meeting. He further explains in details about the aims and the objectives of the agenda of the meeting and seeks valuable suggestions and guidance from the members.

Moving on next, as per the request of the Chairperson Dr. Kurmi read out the proceedings of the previous meeting held on 14-08-2021. He also mentioned about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02 & 03 the following decision has been taken for the session 2021-2022.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 14-08-2021.	The Minutes of the Previous Meeting dated 14-08-2021 was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the decision taken and the agreed on the same.
<b>Agenda: 02</b> Discussion on Feedback Collection and Analysis	<b>After long discussion the members of the Committee resolved the following decision on the agenda 01,02 &amp; 03 respectively:</b> Discussed threadbare and resolved that number of students are less due to the impact of COVID-19 situations a decision was taken to collect Feedback both in online and offline mode. The Committee resolved that the collected feedback through Google Sheet will be analysed and with suggestions same should be submitted to the office of IQAC.
<b>Agenda: 03</b> Discussion on Certificate/Add on Course progression.	In the meeting it is resolved that the departments be requested to more Add on course as part of the Curriculum Enrichment Programme in future. Also resolved that the departments who already conducted courses are requested to conducted more batches on the same courses.

At the end of the meeting, Dr. Rameswar kurmi, Coordinator of IQAC offered his Vote of Thanks to the members present in the meeting for their valuable suggestions and guidance.

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**





OFFICE OF THE PRINCIPAL

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Ref. No. ....

Date : 23.10.2021.....

From,

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

Principal & Secretary



## ACTION TAKEN REPORT:

MEETING DATE: 23-10-2021

The following action has been taken on the Resolutions adopted in the meeting dated 23-10-2021:-

Sl. No.	Agenda	Action Taken
01	<b>Read &amp; Confirmation of the resolutions of the meeting held on 14-08-2021</b>	The Minutes of the Previous Meeting dated 14-08-2021 was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the decision taken and the agreed on the same
02	<b>Agenda: 02</b> Discussion on Feedback Collection and Analysis	The Committee entrusted the responsibility of collecting Feedback from different stakeholders both online and offline mode.  After collection, the same will be discussed and accordingly the finding will be communicated to the issue concern.
03	<b>Agenda: 03</b> Discussion on Certificate/Add on Course progression.	The Internal Quality Assurance Cell entrust the responsibility to run more Certificate/Add on courses for enriching the existing curriculum process

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**



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Ref. No. ....

Date : ...06-01-2022

From,

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



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on **08-01-2022** at Teachers Common Room at 2.00 P.M. to discuss the following agenda:-

### Agenda:

1. Read and confirmation of the Previous meeting held on 23-10-2021
2. Discussion on AQAR Submission for the session 2019-2020 & 2020-2021
3. Discussion on revised Action Plan for 2021-22 session
4. Discussion on Closing Ceremony of the Golden Jubilee Celebration.

**Venue: Teachers Common Room**

**Time: 2.00 P.M.**

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**





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Ref. No. ....

Date : .....

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on **08-01-2022** under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:

### Agenda:

1. Read and confirmation of the Previous meeting held on 23-10-2021
2. Discussion on AQAR Submission for the session 2019-2020 & 2020-2021
3. Discussion on revised Action Plan for 2021-22 session
4. Discussion on Closing Ceremony of the Golden Jubilee Celebration.

**Venue: Teachers Common Room**

**Time: 2.00 P.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Prof. C.K. Lungking, Asstt. Prof. Education	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Ms. Tapashi Saha, Asstt. Prof. Bengali		
Ms. Limisha Bora, Asstt. Prof. Philosophy		
Mr. Dhanesh Sharma, Asstt. Prof. Commerce		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mrs. Sewali Chakravarty, BDO, Khagarijan Block	Administrative Rep.	
Mr. Digen Ch. Bora, Head Clerk		
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Pankaj Sharma, Proprietor, Ganapati Motor & Shree Hero, Nagaon	Industry Partner	
Mr. Nabarun Mishra, Owner, S.S. Technology		
Mr. Biman Bora, Proprietor, Aparupa Nursery &		





Renewable Energy Park, Nagaon, Assam		
Moon Ch. Goon, Ex. Student, Khagarijan College	Alumni Member	
Md. Mohazir Ahmed, Student, UG	Student member UG	Mohazir Ahmed
Mousumi Bodo, Student, PG	Student member PG	M. Bodo

The meeting was started by Dr. Rameswar Kurmi, Coordinator, IQAC with warm greetings to the Chairperson and the respected members present in the meeting. He further explains the aims and the objectives of the agenda and seeks valuable suggestions and guidance from the members. Moving on next, as per the request of the Chairperson Dr. Kurmi read out the proceedings of the previous meeting held on 23-10-2021. He also mentioned about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02, 03 & 04 the following decision has been taken for the session 2021-2022.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 23-10-2021	The Minutes of the Previous Meeting dated 23-10-2021 was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the decision taken with some modifications.
<b>Agenda: 02</b> Discussion on AQAR Submission for the session 2019-2020 & 2020-2021	<b>After long discussion the members of the Committee resolved the following decision on the agenda 01,02, 03 &amp; 04 respectively:</b>
	The meeting after threadbare discussion on AQAR for the session 2019-2020 which was submitted on 30-12-202, it is acknowledge the effort of the Coordinator and the IQAC Committee.
	The Committee resolved that the AQAR for the session is due and committee members are requested to prepare the same asked to place to Governing Body of the college by the next month and the same be submitted on or before 31-03-2022.
<b>Agenda: 03</b> Discussion on revised Action Plan for 2021-22 session	In the meeting it is resolved that the 2 <sup>nd</sup> Cycle NAAC Assessment validity period will expired on February, 2022, therefore it is resolved to submit the AQAR for the session 2020-2021 as early as possible and the committee will engage in SSR writing for 3 <sup>rd</sup> Cycle NAAC Assessment.
	As part of the revised action plan, the committee resolved to upgrade the Digital Library Portal of the college website with more e-resources and question Papers.
	The committee resolved to organise Orientation/Training programme for Teaching & Non-Teaching Staffs with Industry partners.
	The committee resolved to complete the 1 <sup>st</sup> Floor Construction of the New Building under RUSA 2.0 Grants within the completion of the academic year.



	<p>The committee resolved unanimously that best practices of the college which is running and active for long time be revised and renovate afresh.</p> <p>The meeting resolved that the institution need to sign more MoUs with educational/ industry partner for curriculum enrichment programme.</p>
	<p>The members of the meeting resolved to focus more on blended mode of teaching based on Google Classroom/Module etc. and have to conduct remedial classes through college website.</p> <p>The meeting resolved to organized skill based programme for the benefit of the students.</p> <p>After discussion on AAA and Local Audit, the Committee resolved to complete the same in the current Financial Year.</p> <p>It is resolved in the meeting that for organising national seminar the research proposal be submitted department wise.</p>
<p><b>Agenda: 04</b> Discussion on Closing Ceremony of the Golden Jubilee Celebration.</p>	<p>The meeting resolved that for commemorating the completion of the 50 Years of the Institution a Souvenir be published on the occasion of Golden Jubilee.</p> <p>The committee resolved to felicitate the persons who directly or indirectly were related with formation and development of the college.</p> <p>The committee resolved that a Team of the Faculty members will be sent to the Office of the Local MLA and MP and Deputy Commissioner for earth Filling of the Projected Playground near the Madhupur Burial Ground.</p>

At the end of the meeting Dr. Rameswar Kurmi offered his vote of thanks to the respected members for their valuable present and guidance and following that the meeting was concluded by the Chairperson.



  
**Principal**  
**Khagarjan College**  
**Nagaon : Assam**



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 : .....

From,

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




## ACTION TAKEN REPORT:

MEETING DATE: 08-01-2022

The following action has been taken on the Resolutions adopted in the meeting dated 08-01-2022:-

Sl. No.	Agenda	Action Taken
01	Read and confirmation of the Previous meeting held on 23-10-2021	The Minutes of the Previous meeting dated 23-10-2021 , after short discussion has been adopted and approved unanimously.
02	Discussion on AQAR Submission for the session 2019-2020 & 2020-2021	On the agenda 02 it is decided that for the submission of the AQAR for the Session of 2020-2021 a New Revised Committee will be formed shortly by the Office of the IQAC Criteria Wise for the completion within the stipulated time. The Committee also resolved and decided to write SSR for 3 <sup>rd</sup> Cycle of NAAC Assessment and new team for SSR writing will be appointed very shortly.
03	Discussion on revised Action Plan for 2021-22 session	<p>The Librarian is entrusted for up gradation of the Digital Library Portal of the college with incorporation of E-Resources and E-Question banks within next three months.</p> <p>As per the decision of the meeting the responsibility for organizing Training Programme to the Faculty and office staff to the Office of the IQAC.</p> <p>The construction Committee of the college entrusted to ensure the construction and completion of the first floor of the new building as early as possible.</p> <p>It is decided that for blended mode of teaching the HoDs of the Respective departments are given charge organizing classes and teaching material.</p>
04	Discussion on Closing Ceremony of the Golden Jubilee Celebration.	The Committee decided to appoint a committee for the publication of Souvenir for commemorating of the 50 <sup>th</sup> Years of the college and the responsibility of Editors to Dr. Jonaram Nath & Dr. Rameswar Kurmi as Joint Editors.

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

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**





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Ref. No. ....

Date : 24/04/2022

From,

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

INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM



## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on **06-04-2022** at Teachers Common Room at 1.30 P.M. to discuss the following agenda:-

**Agenda:**

1. Read and confirmation of the Previous meeting held on 08-01-2022
2. Discussion on adopted village and adopted school
3. Discussion on Time Table Preparation for the new academic session
4. Discussion on AQAR for the Session 2020-2021 and faculty exchange and Souvenir Publication

**Venue: Teachers Common Room**  
**Time: 1.30 P.M.**

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

Principal  
Khagarijan College  
Nagaon (Assam)



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Ref. No. ....

Date : .....

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on **06-04-2022** under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:-

### Agenda:

1. Read and confirmation of the Previous meeting held on 08-01-2022
2. Discussion on adopted village and adopted school
3. Discussion on Time Table Preparation for the new academic session
4. Discussion on AQAR for the Session 2020-2021 and faculty exchange and Souvenir Publication.

**Venue: Teachers Common Room**

**Time: 1.30 P.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Ms. Rupali Talukdar, Asstt. Prof. Economics	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashraful Alam Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body	Management Rep.	
Mr. Digen Chandra Bora, Head Clerk	Administrative Rep.	
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Nayanjyoti Ghosh	Alumni Member	
Promesh Bodo, Student, UG	Student member UG	
Madhusmita-Das, Student, PG	Student member PG	

**Principal**  
**Khagarijan College**  
**Nagaon : Assam**






The meeting was anchored by Dr. Rameswar Kurmi, Coordinator, IQAC with warm greetings to the Chairperson and the respected members present in the meeting. He further explains the aims and the objectives of the agenda and seeks valuable suggestions and guidance from the members. Moving on next, as per the request of the Chairperson Dr. Kurmi read out the proceedings of the previous meeting held on 08-01-2022. He also mentioned about the implementation of the decision taken in the meeting and the same was open for discussion.

After detail discussion on Agenda 01, 02, 03& 04 the following decision has been taken for the session 2021-2022.

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 08-01-2022	The Resolutions of Previous Meeting dated 08-01-2022 was read out by Dr. Rameswar Kurmi, Coordinator IQAC of the College and discussed in details about the decision taken with some modifications.
<b>Agenda: 02</b> Discussion on adopted village and adopted school	<b>After long discussion the members of the Committee resolved the following decision on the agenda 01,02, 03 &amp; 04 respectively:</b> Discussed threadbare and resolved that the along with the present adopted village village Borkola Lalung Gaon, Borkola, Nagaon, another two Villages namely Benganati & Morongial be adopted for the session 2022-2023.  In the meeting it is also resolved that the adopted school for its geographical distance be abandoned and a new school in the adjacent area of the college named Madupur High School be adopted along with Motiram Bora Girls Higer Secondary School.
<b>Agenda: 03</b> Discussion on Time Table Preparation for the new academic session	Discussed threadbare and resolved that for Preparation Academic Calendar and Central Class Routine will be prepared in by April, 2022 and the Major Classes be allotted in morning session. The meeting also resolved that in the Class Routine the provision should be made for Remedial Classes for needy students. .
<b>Agenda: 04</b> Discussion on AQAR for the Session 2020-2021, faculty exchange and Souvenir Publication.	Discussed threadbare and resolved that the progress of the AQAR writing for the Session 2020-2021 is needed one month time for completion and the Criteria In-Charges are requested to comply with the same. It is resolved that the Department Heads will look into the faculty Exchange Programme with MoU Partner institutes of Nagaon District along with Students of concern departments. Discussed threadbare and resolved that the college magazine for the Session 2020-2021 should be published before September, 2022.

  
**Principal**  
**Khagarijan College**  
**Nagaon : Assam**

Before winding up of the meeting, Dr. Rameswar Kurmi, Coordinator of Internal Quality Assurance Cell acknowledges the Valuable presence of the members in the meeting and their suggestions. Following the vote of thanks the meeting was winded up by the Chairperson.



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

**Principal  
Khagarijan College  
Nagaon : Assam**





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Ref. No. ....

Date : 06/04/2022

From,

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

Principal & Secretary



## ACTION TAKEN REPORT:

MEETING DATE: 06-04-2022

The following action has been taken on the Resolutions adopted in the meeting dated 06-04-2022:-

Sl. No.	Agenda	Action Taken
01	Read and confirmation of the Previous meeting held on 08-01-2022	The Minutes of the Previous meeting dated 08-01-2022, after short discussion has been adopted and approved unanimously.
02	Discussion on adopted village & adopted schools	<p>It is decided that the Committee for maintenance of adopted village will look after the activities of the same and will prepare a plan of activity for the new session. Accordingly, Dr. Jonaram Nath, Vice Principal &amp; Rayhanul Ahmed, HoD, Department of History are entrusted the responsibility of adopted villages of Bengenati &amp; Morongial.</p> <p>In the meeting the decision taken that Madupur High School will be the new adopted school located in the nearby area of the college and the IQAC is entrusted to signed and MoU with the same as early as possible.</p>
03	Discussion on preparation of the Time Table for the Session 2022-2023	The Committee decided to give the responsibility for preparing the Time Table for the New Academic Session to Routine Preparation Committee and asked to include all the Curricular events in the Schedule and the same be submitted to the Office of IQAC by the end of April, 2022.
04	Discussion on AQAR Submission for the Session 2020-2021, Faculty Exchange and Publication of College magazine.	<p>As per the decision of the meeting for the preparation of the AQAR for the Session 2020-2021 another one month taken for completion of AQAR writing.</p> <p>All the HoDs are instructed to prepare the list for conducting Faculty and Student exchange programme.</p> <p>The In charge of the College Magazine is entrusted with time limit to publish the annual college magazine for the Session 2020-2021 before September, 2022.</p>

(Dr. Ramesh Nath)

Principal

Khagarijan College

Nagaon, Assam

Principal

Khagarijan College

Nagaon (Assam)



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Ref. No. ....

Date : 17/05/2022

From,

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



INTERNAL QUALITY ASSURANCE CELL  
KHAGARIJAN COLLEGE, NAGAON, ASSAM

## NOTICE

All the members of Internal Quality Assurance Cell, Khagarijan College, Nagaon, Assam are hereby informed that a meeting will be held on **21-05-2022** at Teachers Common Room at 1.00 P.M. to discuss the following agenda:-

**Agenda:**

1. Read and confirmation of the Previous meeting held on 06-04-2022
2. Discussion on Golden Jubilee
3. AQAR Submission for the Session 2020-2021
4. Discussion on New Admission and preparation of Prospectus of 2022-2023
5. Discussion of mentoring system.

**Venue: Teachers Common Room**

**Time: 1.00 P.M.**

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

Principal  
Khagarijan College  
Nagaon (Assam)





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Ref. No. ....

Date : 21/05/2022

From,

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



## INTERNAL QUALITY ASSURANCE CELL KHAGARIJAN COLLEGE, NAGAON, ASSAM

A general meeting of the Internal Quality Assurance Cell of the Khagarijan College is held on **21-05-2022** under the Chairmanship of Dr. Ramesh Nath, Chairman of IQAC at Teachers Common Room to discuss the following agenda:-

### Agenda:

1. Read and confirmation of the Previous meeting held on 06-04-2022
2. Discussion on Golden Jubilee
3. AQAR Submission for the Session 2020-2021
4. Discussion on New Admission and preparation of Prospectus of 2022-2023
5. Discussion of mentoring system.

**Venue: Teachers Common Room**

**Time: 1.00 P.M.**

Members present in the Meeting:

Name	Position Held	Signature
Dr. Ramesh Nath, Principal	Chairperson	
Dr. Rameswar Kurmi, Asstt. Prof. History	Coordinator	
Ms. Rupali Talukdar, Asstt. Prof. Economics	Asstt. Coordinator	
Dr. Jonaram Nath, HoD, Assamese	Teacher Representative	
Mrs. A.B. Khargharia, HoD, Education		
Rayhanul Ahmed, HoD, History		
Mainul Hoque Akanda, HoD, Pol. Science		
Umme Salma, HoD, Economics		
Ashrafal Alam Choudhury, HoD, English		
Dr. Dilip Sarmah, President, Governing Body		Management Rep.
Mr. Digen Chandra Bora, Head Clerk	Administrative Rep.	
Dr. Roselin Jahan, Rtd. Associate Prof. Nowgong College	Local Member	
Mr. Nabarun Mishra, Owner, S.S. Technology	Industry Partner	
Nayanjyoti Ghosh	Alumni Member	
Promesh Bodo, Student, UG	Student member UG	
Madhusmita Das, Student, PG	Student member PG	


**Principal**  
**Khagarijan College**  
**Nagaon : Assam**



The meeting was anchored by Dr. Rameswar Kurmi, Coordinator of IQAC, Khagarijan College. At the very outset of the meeting, Dr. Kurmi greeted the Chairperson of the IQAC, Dr. Ramesh Nath and the members of the Committee present in the meeting. Thereafter, he explain the aims and objectives of the meeting to the members and elaborate the action taken on the resolutions of the last meeting. He earnestly requested the members to give their valuable suggestions and guidance on the agenda placed for today's meeting.

After a long and detail discussion on the agenda 1-5 the following decision has been adopted for implantation;-

Agenda	Resolutions
<b>Agenda No. 01</b> Read and confirmation of the Previous meeting held on 06-04-2022	The resolution of the previous meeting dated 06-04-2022 was read out by the Coordinator of IQAC and open for discussion. In the discussion session some suggestion on the implementation of the resolution was placed and asked to complete the incomplete decisions as early as possible.
<b>Agenda: 02</b> Discussion on Golden Jubilee	<b>After long discussion the members of the Committee resolved the following decision on the agenda 01,02, 03 &amp; 04 respectively:</b> Discussed threadbare and resolved that due to NAAC related works and due to shortage of manpower the progress of the Golden Jubilee is slow. Despite that, the meeting resolved to do the works for Golden Jubilee on holidays and requested the members of the Golden Celebration Sub Committees to speed up their works.
<b>Agenda: 03</b> Discussion on AQAR Submission	Discussed threadbare and resolved that the AQAR for the Session is almost ready and will be placed to Governing Body of the College for approval for submission of the same.
<b>Agenda: 04</b> Discussion on New admission for the session 2022-2023 and preparation of the prospectus.	Discussed threadbare and resolved that the new admission in B.A. & M.A course are gradually decreasing hence the Committee decided to scrutinised the same in details in a meeting with Admission Committee, IQAC and Principal as early as possible. Discussed threadbare and resolved that the Prospectus will be available in Digital Format for the Session 2022-2023.

  
**Principal**  
**Khagarijan College**  
**Nagaon : Assam**



Before winding up of the meeting, Dr. Rameswar Kurmi, Coordinator of Internal Quality Assurance Cell acknowledges the Valuable presence of the members in the meeting and their suggestions. Following the vote of thanks the meeting was winded up by the Chairperson. P



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

**Principal  
Khagarijan College  
Nagaon : Assam**



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Ref. No. ....

Date : 21/05/2022

From,

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




## ACTION TAKEN REPORT:

MEETING DATE: 21-05-2022

The following action has been taken on the Resolutions adopted in the meeting dated 21-05-2022:-

Sl. No.	Agenda	Action Taken
01	Read and confirmation of the Previous meeting held on 06-04-2022	The Minutes of the Previous meeting dated 06-04-2022, after short discussion has been adopted and approved unanimously.
02	Discussion on Golden Jubilee	<p>It is decided that the Committee for maintenance of adopted village will look after the activities of the same and will prepare a plan of activity for the new session. Accordingly, Dr. Jonaram Nath, Vice Principal &amp; Rayhanul Ahmed, HoD, Department of History are entrusted the responsibility of adopted villages of Bengenati &amp; Morongial.</p> <p>In the meeting the decision taken that Madupur High School will be the new adopted school located in the nearby area of the college and the IQAC is entrusted to signed and MoU with the same as early as possible.</p>
03	Discussion on AQAR Submission	It is decided to place the AQAR for the Session 2020-2021 to the Governing Body of the College for approval.
04	Discussion on New Admission for the session 2022-2023 and preparation of the Prospectus.	<p>It is decided that for the decreasing order of the enrollment an urgent meeting will be held with Admission Committee, IQAC by the end of this Month.</p> <p>The committee decided to give responsibility of publishing the Prospectus for the Session 2022-23 electronically to the Prospectus Committee and asked to submit the same to the Office of IQAC for approval.</p>

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

Principal  
Khagarijan College  
Nagaon (Assam)