

**MINUTES OF IQAC  
KHERAJKHAT COLLEGE**



**Executive Meeting**

**Venue : Office of the IQAC**

**Date: 20<sup>th</sup> September 2024**

**Time: 1 PM**

**Agenda of the Meeting**

1. Acceptance of chair by the Chairman
2. Welcome Address and Objectives of the meeting by Coordinator, IQAC
3. Reading out of Proceeding of previous proceeding
4. Introduction and felicitation of newly appointed Principal cum Chairman, IQAC
5. Briefing by Coordinator on present status of IQAC.
6. Speech of newly appointed Chairman, IQAC
7. Exit Meeting

**Members Present**

1. Dr. Mridul Buragohain, Chairman, IQAC
2. Mr. Debajeet Phukan, Coordinator, IQAC
3. Mr. Purna Kanta Borah, Member, IQAC
4. Dr. Dulumoni Gogoi, Member, IQAC
5. Dr. Minaram Gogoi, Member, IQAC
6. Dr. Tulika Baruah, Member, IQAC
7. Mr. Pranjit Bhuyan, Member, IQAC
8. Mr. Phanin Saikia, Member, IQAC
9. Kumar Kishor Borah, Member, IQAC
10. Mr. PAban Jyoti Deuri, Member, IQAC

**Minutes**

An Executive meeting of IQAC, Kherajkhat College on 20<sup>th</sup> September 2024 in the Office of the IQAC, Kherajkhat College. The meeting was chaired by the Principal cum Chairman, IQAC, and Kherajkhat College,

1. Welcome address and Objectives of the meeting was presented by Coordinator, IQAC.
2. Proceedings of Previous meeting were read out by the coordinator and the house unanimously approved the same.


3. Introduction of Executive members, IQAC with the newly appointed Principal of the College and had an interaction.
4. Briefing of the current status of IQAC by Coordinator and informed the house regarding the submission and status of AQAR till 2022-23. He also let the house to know that all the AQAR have been approved by the NAAC. Moreover he mentioned that the assessment for the second cycle of NAAC assessment have been due since 2022. In the proceeding house took the following Resolution :

Resolution no.1: The house resolved to conduct the assessment for the 2<sup>nd</sup> cycle by February 2026 and directed the coordinator for necessary preparation for the same.


Resolution no. 2: The house also resolved to constitute a NAAC Preparation Sub-Committee for each Criterion as a part of preparation for NAAC.

5. Chairman in his speech expressed the importance of NAAC assessment and the role of IQAC.
6. The meeting concluded with the vote of thanks by Coordinator, IQAC.



  
(Dr. Mridul Buragohain)  
Principal  
Kherajkhat College

Principal  
Kherajkhat College, Dootola  
Lakhimpur, Assam

  
(Debajeet Phukan)  
Coordinator, IQAC  
Kherajkhat College

Coordinator  
IQAC, Kherajkhat College  
Dootola, Lakhimpur (Assam)



## MINUTES OF IQAC KHERAJKHAT COLLEGE

**Executive Meeting**

**Venue : Office of the IQAC**

**Date: 7<sup>th</sup> November 2024**

**Time: 12 PM**

### Agenda of the Meeting

1. Acceptance of chair by the Chairman
2. Objectives of the meeting by Coordinator, IQAC
3. Reading out of Proceeding of previous proceeding
4. Discussion on presentation of Departmental Profile by each Department
5. Discussion on organizing training on "Purchasing, Cash Book maintaining and Bill Procedures"
6. Discussion on submission of AQAR for the session 2023-24
7. Exit meeting

### Members Present

1. Dr. Mridul Buragohain, Chairman, IQAC
2. Mr. Debajeet Phukan, Coordinator, IQAC
3. Mr. Purna Kanta Borah, Member, IQAC
4. Dr. Dulumoni Gogoi, Member, IQAC
5. Dr. Minaram Gogoi, Member, IQAC
6. Dr. Tulika Baruah, Member, IQAC
7. Mr. Pranjit Bhuyan, Member, IQAC
8. Mr. Phanin Saikia, Member, IQAC
9. Kumar Kishor Borah, Member, IQAC
10. Mr. Paban Jyoti Deuri, Member, IQAC

### Minutes

An Executive meeting of IQAC, Kherajkhat College on 7<sup>th</sup> November 2024 in the Office of the IQAC, Kherajkhat College. The meeting was chaired by the Principal cum Chairman, IQAC, and Kherajkhat College.

1. Objectives of the meeting were presented by Coordinator, IQAC.



2. Proceedings of Previous meeting were read out by the coordinator and the house unanimously approved the same.
3. Discussion on the preparation and presentation of Departmental Profile by each Department was held and house took the following resolution:

**Resolution no. 1:** Be it resolved to organize programme on presentation of Departmental Profile by each Department of the College on 12<sup>th</sup> December 2024. Also asked the Coordinator to make all necessary arrangements and guide the HoDs in the same.

4. Discussion on Training Programme on "Purchasing, Cash Book maintaining and Bill Procedures" following resolution was taken:


**Resolution no. 2:** The house resolved that IQAC, Kherajkhat College will organize one day Training Programme on "Purchasing, Cash Book maintaining and Bill Procedures".


**Resolution no. 3:** The house resolved to invite Mr. Bani Kanta Patowari, Ret. Asst. Director, Audit (Local Fund) as Resource Person for the said programme.

5. The house also discussed on the submission of AQAR for the Academic Session 2023-24 and resolved that-

**Resolution no. 4:** Be it resolved and asked the Coordinator, IQAC to prepare the AQAR 2023-24 and submit the same in the NAAC portal subject to the approval of the Cell before 31<sup>st</sup> Dec 2024

The meeting concluded with the speech of Chairman.

  
(Dr. Mridul Buragohain)  
Principal  
Kherajkhat College  
Principal  
Kherajkhat College, Deotola  
Lakhimpur, Assam

  
(Debajeet Phukan)  
Coordinator, IQAC  
Kherajkhat College  
Coordinator  
IQAC, Kherajkhat College  
Deotola, Lakhimpur (Assam)



## MINUTES OF IQAC KHERAJKHAT COLLEGE

**Executive Meeting**

**Venue : Office of the IQAC**

**Date: 31<sup>st</sup> December 2024**

**Time: 12 PM**

### Agenda of the Meeting

1. Acceptance of chair by the Chairman
2. Objectives of the meeting by Coordinator, IQAC
3. Reading out of Proceeding of previous proceeding
4. Discussion on AQAR for the approval
5. Others permission to Chair
6. Speech by Chairman
7. End of the meeting

### Members Present

11. Dr. Mridul Buragohain, Chairman, IQAC
12. Mr. Debajeet Phukan, Coordinator, IQAC
13. Mr. Purna Kanta Borah, Member, IQAC
14. Dr. Dulumoni Gogoi, Member, IQAC
15. Dr. Minaram Gogoi, Member, IQAC
16. Dr. Tulika Baruah, Member, IQAC
17. Mr. Pranjit Bhuyan, Member, IQAC
18. Mr. Phanin Saikia, Member, IQAC
19. Kumar Kishor Borah, Member, IQAC
20. Mr. PAban Jyoti Deuri, Member, IQAC

### Minutes

An Executive meeting of IQAC, Kherajkhat College on 31<sup>st</sup> December 2024 in the Office of the IQAC, Kherajkhat College. The meeting was chaired by the Principal cum Chairman, IQAC, and Kherajkhat College.

1. Objectives of meeting were presented by the Coordinator.
2. Proceedings of Previous meeting were read out by the coordinator and the house unanimously approved the same.



3. Coordinator presented the AQAR for the year 2023-24 and discussion on various points in the AQAR were discussed and following resolution was taken-

**Resolution no.1:** The house after discussion unanimously resolved to approve the AQAR 2023-24 for submission in the NAAC portal and entrusted Coordinator, IQAC to submit the same to the competent Authority.

4. In others section the house discussed on the progress of work by the NAAC preparation Sub-Committee and resolved that:

**Resolution no.2:** The house resolved and entrusted Coordinator IQAC to conduct meeting separately with each Sub Committee and take initiatives in accelerating the preparation for NAAC Assessment.

With the speech by the Chairman the meeting concluded.

(Dr. Mridul Buragohain)  
Principa  
Kherajkhat College  
Principal  
Kherajkhat College, Deotola  
Lakhimpur, Assam

(Debajeet Phukan)  
Coordinator, IQAC  
Kherajkhat College  
Coordinator  
IQAC, Kherajkhat College  
Deotola, Lakhimpur (Assam)



**MINUTES OF IQAC  
KHERAJKHAT COLLEGE**

**Venue- Office of the IQAC**

**Date- 20<sup>th</sup> February, 2025**

**Time- 1P.M.**

**Agenda**

1. Acceptance of chair by Chairperson
2. Objectives of the meeting
3. Read out of proceeding of the previous meeting
4. Proposal for AAA
5. Student Feedback for the session2024-25
6. Allocation of Mentor and Mentee (2024-25)
7. Exit Meeting

**Members Present**

1. Dr. Mridul Buragohain, Chairman, IQAC
2. Mr. Debajeet Phukan, Coordinator, IQAC
3. Mr. Purna Kanta Borah, Member
4. Dr. MinaramGogoi, Member
5. Dr. Dulumoni Saikia, Member
6. Dr. Tulika Baruah, Member
7. Mr. Phanin Kr. Saikia, Member
8. Kumar Kishor Borah, Member
9. Mr. Paban Jyoti Deuri, Member
10. Mr. Pranjit Bhuyan, Member

**Minutes**

Today, on 16<sup>th</sup> May 2025, an Executive Committee meeting of IQAC, Kherajkhat College was held at 12 P.M. in the office of the IQAC, Kherajkhat college. The meeting was presided over by the chairperson, IQAC, Dr. Mridul Buragohain.

1. Coordinator, IQAC presented the objectives of the meeting
2. Coordinator read out the proceedings of the previous meeting and the committee approved the same.



Discussion on proposal for conducting AAA was held as per the agenda and following resolution were made-

**Resolution no.1:** The house resolved to conduct AAA of the college from 2022-25 by Nov,2025.

**Resolution no.2:** The house unanimously resolved to constitute Sub- Committees for AAA and notify the same.

**Resolution no.3:** The house unanimously resolved to constitute the Subcommittee for AAA in the next meeting.

3. Discussion on the Students' Feedback was held and following resolution was adopted-

**Resolution no.4:** The house resolved to conduct Students' Feedback for the session 2024-25 and entrusted coordinator to prepare the Feed Back Form in Google format and share the link to all HoDs for circulation in the respective Departmental students Whatsapp Group.

4. House also discussed on the allocation of Mentor and Mentee for the session 2024-25 and adopted the following resolution-

**Resolution no.5:** The house resolved to notify all the HoDs for allocation of Mentor and Mentee for the session 2024-25 subject to the approval of Principal.

The meeting concluded with the Vote of Thanks by Coordinator.

(Dr. Mridul Buragohain)  
Principal  
Kherajkhat College

Principal  
Kherajkhat College, Deotola  
Lakhimpur, Assam

(Debajeet Phukan)  
Coordinator, IQAC  
Kherajkhat College

Coordinator  
IQAC, Kherajkhat College  
Deotola, Lakhimpur (Assam)



**MINUTES OF, IQAC  
KHERAJKHAT COLLEGE**

**Venue- Office of the IQAC**

**Date- 16<sup>th</sup> May, 2025**

**Time- 12 P.M.**

**Agenda**

8. Acceptance of chair by Chairperson
9. Objectives of the meeting
10. Read out of proceeding of the previous meeting
11. Analysis of Students' Feedback 2024-25
12. International Yoga Day Celebration
13. Construction of Sub Committee for AAA
14. Proposal for Green and Energy Audit of the College 2024-25
15. Others
16. Exit Meeting

**Members Present**

11. Dr. Mridul Buragohain, Chairman, IQAC
12. Mr. Debajeet Phukan, Coordinator, IQAC
13. Mr. Purna Kanta Borah, Member
14. Dr. Minaram Gogoi, Member
15. Dr. Dulumoni Saikia, Member
16. Dr. Tulika Baruah, Member
17. Mr. Phanin Kr. Saikia, Member
18. Kumar Kishor Borah, Member
19. Mr. Paban Jyoti Deuri, Member
20. Mr. Pranjit Bhuyan, Member

**Minutes**

Today, on 16<sup>th</sup> May 2025, an Executive Committee meeting of IQAC, Kherajkhat College was held at 12 P.M. in the office of the IQAC, Kherajkhat college. The meeting was presided over by the chairperson, IQAC, Dr. Mridul Buragohain.

1. Objectives of the meeting was presented by Coordinator IQAC.
2. Coordinator read out the proceedings of the previous meeting and committee approved the same.
3. Coordinator presented the Analysis report of Students' Feedback 2024-25. After detail discussion the house took the following resolution-



**Resolution no. 1:** the house unanimously resolved to choke out various action to be taken as per the suggestions and also entrusted coordinator to communicate with various committees for implementation of action plan.

4. Discussion on celebration of "International Yoga Day" was held and house resolved-

**Resolution no.2:** Be it resolved that IQAC will organize the celebration of "International Yoga Day" 2025 in collaboration with NSS Unit, Kherajkhat College.

5. Discussion on construction of AAA Sub- Committee was held and following resolutions were made-

**Resolution no. 3:** The house resolved to constitute and approve the Sub- Committee for AAA which is as follows-

#### **ACADEMIC AUDIT SUBCOMMITTEE**

1. Dr. Mridul Buragohain	-	Chairman
2. Mr. Purna Kanta Borah	-	Vice- Chairman
3. Dr. Dulumoni Saikia	-	Coordinator
4. Mr. Debajeet Phukan	-	Coordinator, IQAC
5. Mr. Deba Bahadur Chetry	-	Member
6. Mrs Anima Saikia	-	Member
7. Ms Jugamaya Konwar	-	Member

#### **ADMINISTRATIVE AUDIT SUBCOMMITTEE**

1. Dr. Mridul Buragohain	-	Chairman
2. Mr. Purna Kanta Borah	-	Vice- Chairman
3. Dr. Minaram Gogoi	-	Coordinator
4. Mr. Debajeet Phukan	-	Coordinator, IQAC
5. Mr. Pranjit Bhuyan	-	Member
6. Mr. Tolan Oza	-	Member
7. Kumar Kishor Borah	-	Member
8. Mr. Swapnadar Konwar	-	Member
9. Mr. Mahendra Khound	-	Member

6. Discussion on conducting Green and Energy Audit of the college was held and house took the following resolution-

**Resolution no. 4:** Be it resolved to constitute and approve the Energy and Green Audit Committee which is as under-



## ENERGY AND GREEN AUDIT COMMITTEE

- |                          |   |                       |
|--------------------------|---|-----------------------|
| 1. Dr. Mridul Buragohain | - | Chairman              |
| 2. Mr. Ranjeet Dutta     | - | Coordinator           |
| 3. Mr. Juganando Medok   | - | Assistant Coordinator |

7. In others section discussion was held for organizing Draft meeting cum awareness programme for the staff on AAA and a resolution was taken-

**Resolution no. 5:** The house resolved that IQAC will organize a Draft Meeting cum Awareness Programme for the staff of the college on AAA. The house also decided to invite **Dr. Limpon Borah, Academic Registrar/ CDC, Madhavdeb University** as **Resource Person** for the mentioned programme.

The meeting concluded with the Vote of thanks by the Coordinator, IQAC

(Dr. Mridul Buragohain)  
Principal  
Kherajkhat College

Principal  
Kherajkhat College, Deotola  
Lakhimpur, Assam

(Debajeet Phukan)  
Coordinator, IQAC  
Kherajkhat College  
Coordinator  
IQAC, Kherajkhat College  
Deotola, Lakhimpur (Assam)