



**IQAC, KHERAJKHAT COLLEGE
MINUTES OF THE MEETING**

**Executive Meeting
Date-6th April, 2023
Venue- Office of the IQAC
Time - 1 P.M.**

Agenda

1. Chairperson taking the chair
2. Objectives of the meeting
3. Read out of previous proceeding
4. Discussion on organizing Workshop on NEP 2020
5. Formation of Organising Committee for the Workshp
6. Others
7. Speech by the Chairperson
8. End of the meeting

Members Present:

1. Dr. Kalpana Goswami, Chairman cum Principal i/c
2. Mr. Minaram Gogoi, Member
3. Mr. Dimba Hazarika, Coordinator IQAC
4. Mr. Paban Jyoti Deuri, Member
5. Dr. Dulumoni Saikia, Member
6. Mr. Phanin Kr. Saikia, Member
7. Mr. Dipak Baruah, Member
8. Mr. Purna Kanta Borah, Member
9. Mr. Debajeet Phukan, Member

Minutes

An Executive meeting of IQAC, Kherajkhat College was held today on 6th April, 2023 at 1 P.M. in the office of the IQAC. The meeting was presided by the Chairman, IQAC, Dr. Kalpana Goswami.

Following the agenda Co-ordinator, IQAC, Kherajkhat College elaborated the objectives of the meeting. Thereafter, the meeting was completed through discussion on the various items of the agenda and following resolutions were taken.

Resolution 1: The house resolved to organize a day long Workshop on NEP- 2020 on 12th April, 2023.

Resolution 2: The house also resolved to organize the Workshop jointly by IQAC, Khrajkhat College and NEP Cell, Kherajkhat College. The house entrusted the responsibility to Mr. Pranjit Bhuyan as Coordinator of Workshop Organising Committee.



Resolution 3: The house unanimously decided to issue certificates to all the participants including the students and also decided the following persons as Signatory Authority in the certificates-

- a. Chairperson
- b. Resource Person
- c. Co-ordinator, IQAC
- d. Co-ordinator, Workshop Organising Committee

Resolution 4: It was resolved to invite Dr. Raghav Parajuli, Associate Professor, North Lakhimpur College as Resource Person for the workshop.

Resolution 5: The house also resolved to collect Rs 100 (One Hundred) as Registration fees from the participants

At the end Chairperson delivered his speech and thanked all the members present there and declare the end of the meet.

Chairperson

IQAC, Kherajkkhat College

Chairman
IQAC, Kherajkhat College
Deotola, Lakhimpur (Assam)

Coordinator

IQAC, Kherajkkhat College

Coordinator
IQAC, Kherajkhat College
Deotola, Lakhimpur (Assam)



IQAC, KHERAJKHAT COLLEGE
MINUTES OF THE MEETING

Executive Meeting

Date-27th May, 2023

Venue- Office of the IQAC

Time - 1 P.M.

Agenda

- 1 Chairperson taking the chair
- 2 Objectives of the meeting
- 3 Read out of previous proceeding
- 4 Approval of AQAR
- 5 Formation of various Cells
- 6 Others permission to the chair
- 7 Speech by the Chairperson
- 8 End of the meeting

Members Present:

1. Dr. Kalpana Goswami, Chairman cum Principal i/c
2. Mr. Minaram Gogoi, Member
3. Mr. Dimba Hazarika, Coordinator IQAC
4. Mr. Paban Jyoti Deuri, Member
5. Dr. Dulumoni Saikia, Member
6. Mr. Phanin Kr. Saikia, Member
7. Mr. Dipak Baruah, Member
8. Mr. Purna Kanta Borah, Invitee
9. Mr. Debajeet Phukan, Member
10. Mr. Kumar Kishor Borah, Member
11. Mr. Pankaj Kr. Borah, Member

Minutes

An Executive meeting of IQAC, Kherajkhat College was held today on 6th April, 2023 at 12 P.M. in the office of the IQAC. The meeting was presided by the Chairman, IQAC, Dr. Kalpana Goswami.

Following the agenda Co-ordinator, IQAC, Kherajkhat College elaborated the objectives of the meeting. Thereafter, the meeting was completed through discussion on the various items of the agenda and following resolutions were taken.

Resolution 1: The house unanimously resolved to approve and accept the AQAR for the session 2022-23 and to be submitted to NAAC.

Resolution 2: It was also resolved that the co-ordinator, IQAC will be assisted by Mr. Paban Jyoti Deuri (Member) and Mr. Debajeet Phukan (Member) for online submission of the AQAR.

Resolution 3: As per the item no. 5 of the agenda the house resolved that the different cells of the college will be formed in the general meeting of the teaching and non-teaching staff of the college.



Resolution 4: The house also advised the co-ordinator to prepare the Teacher's Diary and provide it to the teachers before the commencement of the Even Semester classes.



Resolution 5: The house unanimously resolved to start Vocational subjects in the college and entrusted the responsibility to co-ordinator and take the necessary steps for the same.

At the end Chairperson delivered his speech and thanked all the members present there and declare the end of the meet.

[Handwritten Signature]
27/05/2023

Chairperson
IQAC, Kherajkkhat College
Chairman
IQAC, Kherajkkhat College
Deotola, Lakhimpur (Assam)

[Handwritten Signature]
27/05/23

Coordinator
IQAC, Kherajkkhat College
Coordinator
IQAC, Kherajkkhat College
Deotola, Lakhimpur (Assam)



IQAC, KHERAJKHAT COLLEGE
MINUTES of the MEETING

Executive Meeting
Venue- Office of the IQAC
Date- 22nd January, 2024
Time- 1 P.M.

Agenda

1. Acceptance of chair by Chairperson
2. Objectives of the meeting
3. Introduction of the newly reconstituted IQAC
4. Future plan
5. Others permission to the chair
6. Speech of Chairperson
7. End of the meeting

Members Present

1. Mr. Chandan Kr. Saikia, Chairman, IQAC cum Principal i/c
2. Mr. Debajeet Phukan, Coordinator, IQAC
3. Mr. Purna Kanta Borah, Member
4. Dr. Minaram Gogoi, Member
5. Dr. Dulumoni Saikia, Member
6. Dr. Tulika Baruah, Member
7. Mr. Phamin Kr. Saikia, Member
8. Mr. Kumar Kishor Borah, Member
9. Mr. Paban Jyoti Deuri, Member
10. Mr. Pranjit Bhuyan, Member

Minutes

Today, on 22nd January, 2024, an Executive meeting of IQAC, Kherajkhhat College was held at 1 P.M. in the office of the IQAC, Kherajkhhat college. The meeting was presided over by the chairperson, IQAC, Mr. Chandan Kr. Saikia.

Following the agenda Co-ordinator, IQAC, Mr. Debajeet Phukan elaborated the objectives of the meeting.

In item no. 3 of the agenda, newly appointed Coordinator introduced the newly appointed members of the IQAC to the house.

Following the agenda the house discussed on the future planning for NAAC preparation and unanimously resolved-

Resolution 1: The house resolved to entrust the responsibility to the coordinator for preparation of NAAC 2nd cycle assessment, which is due since 2022.

At the end, Chairperson delivered his speech and declared end of the meet.

Pr. Saikia
22/01/24
Chairperson
IQAC, Kherajkhhat College
Chairman
IQAC, Kherajkhhat College
Deotola, Lakhimpur (Assam)

Debajeet Phukan
22/1/24
Coordinator
IQAC, Kherajkhhat College
Coordinator
IQAC, Kherajkhhat College
Deotola, Lakhimpur (Assam)



MINUTES OF IQAC
KHERAJKHAT COLLEGE

Executive Meeting
Venue : Office of the IQAC
Date: 27th April 2024
Time: 1 PM

Agenda of the Meeting

1. Acceptance of chair by the Chairman
2. Objectives of the Meeting
3. Reading out of Proceeding of previous proceeding
4. Present Status of IQAC and AQAR
5. Discussion on formation of Cells
6. Discussion on NAAC Assessment
7. Others
8. Speech by Chairperson
9. End of the Meeting

Members Present

1. Mr. Chandan Kumar Saikia, Chairman i/c, 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

An Executive meeting of IQAC, Kherajkhat College on 27th April 2024 in the Office of the IQAC, Kherajkhat College. The meeting was chaired by the Principal i/c 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. 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 not been submitted till date by the then Coordinator, IQAC. After discussion house unanimously resolved-

Resolution no.1: Be it resolved to entrust the newly appointed Coordinator,IQAC to submit the pending AQAR for the session 2021-22 and 2022-23 by 30th April 2024 as notified by NAAC.

4. Discussion on construction of various Cells.
5. Discussion on 2nd cycle NAAC assessment following resolution were adopted-

Resolution no.2: The house resolved to go for 2nd cycle of NAAC assessment by March 2025.

Resolution no. 3: The house resolved to hold a Staff Meeting by IQAC to discuss various aspects regarding preparation of NAAC assessment for 2nd Cycle.

6. Others section following resolution were adopted-

Resolution no.4: The house resolved to open a FB page(Official) which will be handled by the authorised person as per the direction of Principal i/c.

Resolution no. 5: To submit proposal for Seminar and Workshop for the session 2024-25.

Resolution no. 6: To discuss with Ex- Coordinator Mr. Dimba Hazarika regarding checklist of the items handed over to the new Coordinator.

Resolution no.7: To take legal opinion and send letter to the previous website agency to close website.

7. Chairman in his speech thanked all the members present and concluded the meeting

(Mr. Chandan Kr. Saikia)

Principal i/c

Kherajkhat College

Principal

Kherajkhat College, Deotola
Lakhimpur, Assam

(Debajeet Phukan)

Coordinator, IQAC

Kherajkhat College

Coordinator

IQAC, Kherajkhat College
Deotola, Lakhimpur (Assam)

