



Minutes of IQAC meeting

Kharupetia College

Date of Meeting: 1/06/2020

(Through Zoom Platform)

Agenda:

- 1) Address by the Chairperson
- 2) Explanation of objectives by Coordinator
- 3) Confirmation of the minutes of the last meeting
- 4) Finalization of Action Plan of IQAC for the year 2020-21
- 5) Introducing B.Voc. Programme
- 6) Observance of World Environment Day and International Yoga Day
- 7) Awareness programme on COVID 19
- 8) Miscellaneous.

Members Present:

- i) Dr. B.C. Hazarika (Chairperson)
- ii) Dr. Asmanara Begum (Vice-Principal)
- iii) Abdul Awal (Coordinator)
- iv) Dr. Nur Jaman (Member)
- v) Deepa Kalita (Member)
- vi) Jalal Uddin Ahmed (Member)
- vii) Dr. M.S. Kalita (Member)
- viii) Dr. Nurul Islam (Member)

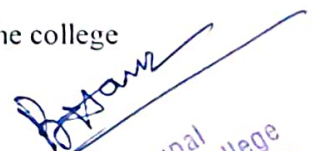
A meeting of the IQAC, Kharupetia College was held on 1/6/2020 under the presidentship of Dr. B.C. Hazarika. In view of the prevailing COVID 19 situation the meeting was held through Zoom Platform. The objectives of the meeting were explained by Prof. Abdul Awal, Coordinator of the IQAC.

The coordinator also read out the minutes of the last meeting of the IQAC and the same were confirmed in the meeting.

After discussion on the various items of the agenda, the following resolutions/decisions were adopted/taken in the said Zoom meeting.

Resolution No.1: Resolved that the IQAC's Action Plan for the year 2020-21 as prepared by the Coordinator be finalised as follows:

- 1) To prepare the Academic Calendar for the year 2020-21
- 2) To introduce B.Voc programme from the session 2020-21
- 3) To conduct Academic Audit of the college
- 4) To organise free health check-up programmes
- 5) To enhance the amount of cash award to be given to the Best Graduate of the college
- 6) To organise two Parents-Teachers meets
- 7) To conduct SSS survey


Principal
Kharupetia College
Kharupetia, Assam



- 8) To obtain and analyse feedback of different stakeholders
- 9) To conduct students Exchange programmes
- 10) To organise a few seminars/webinars.
- 11) To organise a few College level seminars
- 12) To organise two career counselling programmes
- 13) To publish Departmental Wall Magazines
- 14) To publish the annual college magazine.
- 15) To organise at least three extension programmes
- 16) To organise orientation programmes for teachers and Non-teaching staff

Resolution No.2: Resolved that as per the permission accorded by Gauhati University as well as the U.G.C. the B.Voc. Programme be introduced at the UG level in the college from the academic year 2020-21.

Resolution No. 3: Resolved that the World Environment Day be observed in the college on 5th June.2020. Also resolved that in view of the prevailing COVID-19 pandemic, all teachers and the non-teaching staff be requested to plant at least five numbers of trees in their respective residential premises.

Resolution No.4 : Resolved that the International Yoga Day be observed in the college on 21st June.2020. If situation permits, a Yoga Session be also arranged to synchronise with the Yoga Day.

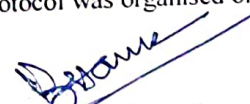
Resolution No.5: Resolved that an awareness programme on the use of masks and other COVID protocol be organised in the neighbouring villages in the next week. The Extension Cell of the college be involved in the programmes.

The chairperson in his concluding comments expresses thanks and gratitude to all the members for joining the meeting on line and for extending their cooperation.

The vote of thanks is offered by the Coordinator.

Action taken report:

1. Action plan of the IQAC finalised and compliance initiated.
2. B.Voc. Programme introduced from the Academic session 2020-21
3. Decision complied with and all teachers and the non-teaching staff planted trees in their respective residential premises on the occasion of World Env. Day on 5th June.
4. In view of prevalent COVID-19 Pandemic, formal Yoga session could not be organised. However, an online lecture on the benefits of yoga was arranged on the day.
5. Awareness programmes on COVID -19 protocol was organised on 13/06/2020.


Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College
Principal
Kharupetia College
Kharupetia, Assam



**Joint meeting of Academic Committee and IQAC
Kharupetia College
(Through Zoom Platform)
Date of Meeting: 07/07/2020**

Agenda:

- 1) Address by the Chairperson
- 2) Confirmation of the minutes of the last meeting
- 3) Explanation of objectives of the meeting
- 4) Review of courses covered through online classes
- 5) Regarding online admission for the new session
- 6) Organising webinar on the use of online e-resources
- 7) Miscellaneous.

Members Present:

1. Dr. B.C. Hazarika (Chairperson)
2. Dr. Asmanara Begum (Vice-Principal)
3. Abdul Awal (Coordinator)
4. Dr. Nurul Islam (Member)
5. Jalal Uddin Ahmed (Member)
6. Dr. Nur Jaman (Member)
7. Dr. M.S. Kalita (Member)
8. A.Hannan, HoD, History
9. A.B.Ahmed, HoD, Education
10. I.Ali, HoD, Arabic
11. B.N. Borah, HoD, Geography
12. J.Sahariah, HoD, Philosophy
13. S.A. Islam, HoD, Hindi

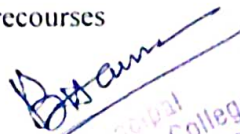
A joint meeting of the Academic Committee and the IQAC was held on 07/07/2020. In view of the prevailing Covid -19 pandemic the meeting was arranged in the Zoom platform. Prof. Abdul Awal, Coordinator of the IQAC explained the objectives of the meeting.

The Coordinator also read out the minutes of the last meeting of the IQAC and the same were confirmed in the meeting.

After threadbare discussion on the agenda, the following resolutions/decisions were adopted/taken in the said Zoom meeting.

Resolution 1: Reviewed the online classes being taken by the teachers of the respective departments. Also reviewed the progress of the courses/syllabus covered till now and it is decided to continue the online mode of classes till the end of the COVID-19 Pandemic.

Resolution 2: Resolved that a webinar be organised shortly on the use of online e-recourses in collaboration with Assam College Librarians Association.


Principal
Kharupetia College
Dibrugarh, Assam



Resolution No.3: Resolved that the admission for the new academic session be conducted through on line mode only. Accordingly, the Principal is requested to either renew the existing module/software or procure a new one for the purpose of online admission.

The chairperson in his comments on the proceedings expresses thanks to all the members for joining the meeting on line and for sharing their valuable inputs.

The vote of thanks is offered by the Coordinator.

Action taken report:

1. Decision taken vide Res.No. 1 has been complied with and online classes continued.
2. As per the decision of the meeting, a webinar on the topic " Effective use of online e-resources and e-learning platforms for quality enhancement" was organised 21-07-2020.
3. Admission for the new session was done through online mode.

Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College
Principal
Kharupetia College
Kharupetia, Assam



Meeting of IQAC
Kharupetia College
Date of Meeting: 26/09/2020

Agenda:

1. Address by the Chairperson
2. Explanation of objectives of the meeting
3. Confirmation of the minutes of the last meeting
4. Review of courses covered through online classes
5. Organising online seminar of students
6. Organising online programme on stress management during COVID Pandemic
7. Organising awareness programme on population control
8. Miscellaneous.

Members Present:

1. Dr. B.C. Hazarika (Chairperson)
2. Dr. Asmanara Begum (Vice-Principal)
3. Abdul Awal (Coordinator)
4. Dr. M.S. Kalita (Member)
5. Jalal Uddin Ahmed (Member)
6. Dr. Nur Jaman (Member)
7. Dr. Nurul Islam (Member)

A meeting of the IQAC was held on 26/09/2020 under the presidentship of Dr. B.C. Hazarika. Prof. Abdul Awal, Coordinator of the IQAC explained the objectives of the meeting.

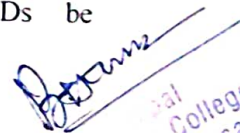
The Coordinator also read out the minutes of the last meeting of the IQAC and the same were confirmed in the meeting.

All the members present shared their views and opinions and also put forward valuable suggestions on the topics covered on the agenda.

After discussion on the agenda, the following resolutions were adopted in the said meeting.

Resolution 1: Reviewed the online classes being taken by the teachers of the respective departments. Also reviewed the progress of the courses/syllabus covered till now and it is decided to continue the online mode of classes till the end of the COVID-19 pandemic.

Resolution 2: Resolved that during the ongoing COVID-19 pandemic, All HoDs be requested to organise a few students seminars through online mode.


Abdul Awal
Coordinator
Kharupetia College
Darrang, Assam



Resolution 3: Some members suggested in the meeting that an online stress management talk be arranged during the ongoing pandemic. Accordingly, it is decided that the said talk be arranged in the next week.


Resolution 4: Resolved that an awareness programme on population control be organised in the adopted village shortly.

The chairperson in his concluding comments expresses thanks and gratitude to all the members for attending the meeting and for sharing their valuable inputs.

The vote of thanks is offered by the Coordinator.

Action taken report:

1. Decision complied with and online classes continued.
2. Students Seminars were organised by different departments.
3. As per the Resolution an online talk on stress management was organised.
4. An awareness programme on population control was organised in the adopted village on 10/10/2020.


Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College
Principal
Kharupetia College
Kharupetia, Assam



Meeting of IQAC
Kharupetia College
Date of Meeting: 9/11/2020

Agenda:

1. Chairperson takes the chair
2. Explanation of objectives of the meeting
3. Confirmation of the minutes of the last meeting
4. Regarding feedback analysis
5. Organising Parent- Teachers Meet
6. Organising one day workshop on how to face an interview.
7. Organising college level seminar on the "Role of NSS".
8. Observing National Integration Day
9. Arranging talk/lecture on "scientific temperament."
10. Miscellaneous.

Members Present:

1. Dr. B.C. Hazarika (Chairperson)
2. Dr. Asmanara Begum (Vice-Principal)
3. Abdul Awal (Coordinator)
4. Dr. Nurul Islam (Member)
5. Dr. Nur Jaman (Member)
6. Jalal Uddin Ahmed (Member)
7. Dr. M.S. Kalita (Member)

A meeting of the IQAC was held on 9/11/2020 with Dr. B.C. Hazarika in the chair. Objectives of the meeting were explained by Prof. Abdul Awal, Coordinator of the IQAC.

Before initiating discussion on the agenda, the minutes of the last meeting were read out by the Coordinator and the same were confirmed in the meeting.


All the members shared their views and opinions and also put forward valuable suggestions on the topics covered on the agenda.

After discussion on the agenda, the following resolutions were adopted in the said meeting.

Resolution 1 : Discussed and analysed the feedback collected from different stakeholders and requested the Principal to take necessary action on the feedbacks.

Resolution 2 : Resolved that one Parent Teachers Meet be organised in the college shortly. It is also resolved that utmost care should be taken to follow the Covid Protocols in organising the meet.

Resolution 3: Resolved that a one-day workshop on "How to face an Interview" be organised in the college next week.


Abdul Awal
Principal
Kharupetia College
Darrang-781112, Assam



Resolution 4. Resolved that a college level seminar on the "Role of NSS" be held in the 2nd half of November, 2021.

Resolution 5: Resolved that like the preceding years, the National Integration Day be observed on 19th November, 2020


Resolution 6: Resolved that a talk/lecture on Scientific temperament be arranged in the college in the next week.

The chairperson in his brief comments expresses thanks to all the members for sharing their valuable inputs in the meeting and thereby making it a grand success.

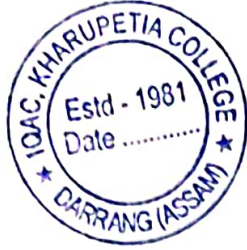
The vote of thanks is offered by the Coordinator.

Action taken report:

1. In compliance with Resolution 1, the Feedback analysis report has been submitted to the Principal.
2. In compliance with Resolution No.2, one Parent Teachers Meet was organised on 6th January, 2021
3. In compliance with Resolution No.3, a one-day workshop on "How to face an Interview" was organised in the college on 30th December, 2020
4. In compliance with Resolution No.4, a college level seminar on the "Role of NSS" was held on 10th January, 2021.
5. The National Integration Day was observed on 19th November, 2020
6. A talk on Scientific Temperament was held in the college on 21st November, 2020


Dr. B.C. Hazarika
Chairperson
IQAC
Kharupetia College
Principal
Kharupetia College
Kharupetia, Assam

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Joint Meeting of IQAC and the Academic Committee
Kharupetia College
Date of Meeting: 06/03/2021
Venue: IQAC Office

Agenda:

1. Chairperson takes the chair
2. Explanation of objectives of the meeting
3. Confirmation of the minutes of the last meeting
4. Review of progress of coverage of syllabus
5. Organising Students Exchange programmes
6. Enhancement of cash award for the Best Graduate of the college
7. Preparation of pending AQAR of the college
8. Observance of International Women's Day
9. Miscellaneous.

Members Present:

1. Dr. M. S. Kalita (Chairperson)
2. Dr. Asmanara Begum (Vice-Principal)
3. Dr. Nur Jaman (Coordinator)
4. Abdul Awal (Member)
5. Dr. Nurul Islam (Member)
6. Jalal Uddin Ahmed (Member)
7. Dr. A.H. Mazumdar (Member)
8. A.Rahman (Member)
9. A.Karim (Member)
10. A.B.Ahmed, HoD, Education
11. B.N. Borah, HoD, Geography
12. I.Ali, HoD, Arabic
13. A.Hannan, HoD, History
14. S.A. Islam, HoD, Hindi
15. A.Rahman, HoD, Mathematics

A joint meeting of the IQAC and the Academic Committee of the college was held on 06/03/2021. Objectives of the meeting were explained by Dr. Nur Jaman, Coordinator of the IQAC.

Before initiating discussion on the agenda, the Coordinator read out the minutes of the last meeting and the same were confirmed in the meeting.



All the members shared their views and opinions and also put forward valuable suggestions on the topics covered on the agenda.

After discussion on the agenda, the following resolutions were adopted in the said meeting.

Resolution 1: Reviewed the progress of the courses/syllabus covered so far by various departments and it is decided that along with off line classes, online classes be also continued as far as practicable.

Resolution 2: Resolved that subject to maintenance of Covid protocol, Students Exchange programmes be arranged by the concerned departments in the remaining months of the current academic year.

Resolution No. 3: Resolved that in order to motivate the students towards academic excellence, the amount of cash incentive for the Best Graduate Award be enhanced to Rs.2,000/- from the academic session 2021-22.

Resolution 4: Resolved that in order to make necessary preparation for NAAC assessment in Cycle 3, steps be taken for preparation and submission of the pending AQARs for the year 2016-17 onward.

Resolution 5: Resolved that like the preceding years the International Women's Day be observed on 8th March, 2021.

Resolution 6: Resolved that one health check-up programme for the students be organised in the college in the next week.

The chairperson in his comments expresses thanks and gratitude to all the members for sharing their valuable inputs.

The Coordinator offers the vote of thanks.

Action taken report:

- 1) As per decision of the meeting, along with off line classes, online classes also continued.
- 2) Students Exchange programmes are being arranged by the respective departments as per schedule prepared by them.
- 3) Cash incentive for the Best Graduate Award will be enhanced from the academic session 2021-22.
- 4) The task of preparation of the pending AQARs is in progress.
- 5) The International Women's Day was observed on 8th March, 2021.
- 6) Organised one health check-up camp on 20th March 2021.

Dr. M.S.Kalita
Chairperson
IQAC

Kharupetia College

Principal

(Kharupetia College)



**Meeting of IQAC
Kharupetia College
Date of Meeting: 05/04/2021**

Agenda:

- 1) Chairperson takes the chair
- 2) Explanation of objectives of the meeting
- 3) Confirmation of the minutes of the last meeting
- 4) Conducting Internal academic Audit of the college
- 5) Organising Extension Programmes
- 6) Improving canteen facilities
- 7) Organising Career Counselling programmes
- 8) Organising orientation programme for non-teaching staff on how to prepare college budget
- 9) Miscellaneous.

Members Present:

1. Dr. M.S. Kalita (Chairperson)
2. Dr. Asmanara Begum (Vice-Principal)
3. Dr. Nur Jaman (Coordinator)
4. Abdul Awal (Member)
5. A.Karim (Member)
6. Dr. Nurul Islam (Member)
7. A.Rahman (Member)
8. B.N.Borah (Member)
9. Jalal Uddin Ahmed (Member)
10. Dr. A.H. Mazumdar (Member)
11. Imran Ali (Member)

A meeting of the IQAC was held on 05/04/2021. Objectives of the meeting were explained by Dr. Nur Jaman, Coordinator of the IQAC.

The minutes of the last meeting were read out by the Coordinator and the same were confirmed in the meeting.

All the members shared their views and opinions and also put forward valuable suggestions on the topics covered on the agenda.

After discussion on the agenda, the following resolutions were adopted in the said meeting.

Resolution 1: Resolved that the Internal Academic Audit of the college for the year 2020-21 be conducted in the first part of May 2021.

Resolution 2 : Resolved that one extension programme on the awareness of conservation of energy be organised in the college in the next week.



Resolution 3 : Resolved that the canteen facilities of the college be improved. The Principal of the college is requested to take necessary steps in this regard urgently.

Resolution 4 : Resolved that the Career Guidance Cell of the college be requested to organise one career counselling programmes.

Resolution 5 : Resolved that a training cum orientation programme on how to prepare college budget be organised for non-teaching staff shortly.

The chairperson in his comments expresses thanks and gratitude to all the members for sharing their valuable inputs.

The vote of thanks is offered by the Coordinator.

Action taken report:

1. Due to Lock down declared by the Government in view of Covid 19 (2nd wave), the Internal academic audit could not be conducted.
2. One awareness programme on the conservation of energy was organised in the college on 26th May, 2021.
3. The canteen facilities of the college have been improved.
4. One career counselling programme organised on 18th April, 2021.
5. Orientation programme on how to prepare college budget was organised on 12/04/2021

Dr. M.S. Kalita
Chairperson
IQAC

Kharupetia College

Principal
Kharupetia College