

# NORTH KAMRUP COLLEGE, BAGHMARA



## IQAC MEETINGS

### Minutes of IQAC Meeting and Action Taken

Meeting- I

Date: 23-09-2020

Venue: IQAC office

#### Agenda:

1. Appointment of Jatindra Nath Das, Principal i/c as the Chairman of IQAC, North Kamrup College, Baghmara.
2. Discussion on farewell of Dr. Surajit Barman, Former Principal of North Kamrup College.
3. Discussion on cleaning and sanitizing the College campus after the Covid-19 Care Center (CCC) is removed.
4. Discussion on reconstruction of Criterion 7 Committee.
5. Discussion on approving API of Dr. Leena Goswami for Associate Professor.
6. Misc.

#### Members Present:

1. Dr. Manjura Mohon Kalita, President, GB, NKC
2. Jatindra Nath Das, Principal i/c
3. Dr. Surajit Barman
4. Mr. Pankaj Kalita
5. BDO, Bajali Development Block
6. Dr. Keshab Basumatary
7. Dr. Tribeni Bezbaruah
8. Dr. Jagadish Ch. Kalita
9. Mrs. Archana tahbildar
10. Mr. Sashi Mohan Kalita
11. Mr. Dipak Kalita
12. Mr. Harendra Nath Deka
13. Mr. Uttam Das

Today on **23-09-2020** (Wednesday) a meeting of IQAC is held under the presidentship of Jatindra Nath Das, Principal i/c at 1:00 p.m. to discuss the above agendas with IQAC, Teaching and Non-Teaching Staff of the College. Most of the teachers give their valuable suggestions regarding the future plan of the College.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, the following resolution are taken unanimously:

**Resolution 1:** To appoint Jatindra Nath Das, Principal i/c as the Chairman of IQAC, North Kamrup College, Baghmara.

**Resolution 2:** Today's meeting resolved to organize a farewell programme for Dr. Surajit Barman, Former Principal of North Kamrup College.

**Resolution 3:** To clean and sanitize the College campus after the Covid-19 Care Center (CCC) is removed on 24-09-2020.

**Resolution 4:** Today's meeting resolved to include the following Convener and members in the Criterion-VII Committee as follows:

**CRITERION- VII : Institutional Values and Best Practices**

Convener: Gutimali Goswami

Members: Archana Tahbildar  
Binay Kherkatary

**Resolution 5:** Today's meeting resolved to approve API of Dr. Leena Goswami for Associate Professor after proper verification.

**Resolution 6:** Resolved to prepare an action plan on **Annual Gender Sensitization** for the academic session 2020-2021:

- To celebrate International Women's Day on 8<sup>th</sup> March, 2021.
- To organize an online awareness campaign on "**Gender Sensitization and Education**".
- To maintain cleanliness and hygienic sensitization facility in the College campus.
- To maintain security for girls students in the College campus.
- To provide counseling for girl students.

**Action taken report of the resolutions of the previous meeting dated 10-02-2020:**

- Approved the API of Pankaj Kalita for Senior Scale and submitted to Departmental Promotion Committee for necessary action.

## MEETING-II

Date: 09-12-2020

Venue: IQAC office

### Agenda:

1. Discussion on Celebration of Republic Day.
2. Discussion on upcoming Students Union Election.
3. Discussion on approval of API of Archana Tabbildar for Associate Professor after proper verification.
4. Discussion on organizing webinars/awareness programmes.
5. Discussion on celebration of National Voter's Day.
6. Discussion on inauguration of Boy's Common Room.
7. Misc.

### Name of Members:

13. Mr. Jatindra Nath Das
14. Pankaj Kalita
15. Dr. Ajit Kumar Das
16. Dr. Jagadish Ch. Kalita
17. Dr. Tribeni Bezbaruah
18. Dr. Leena Goswami
19. Harendra Nath Deka
20. Suren Talukdar
21. BDO (Bajali Development Block)
22. Mr. Sashi Mohan Kalita
23. GS, Students Union
24. Uttam Das

Today on **09-12-2020** (Wednesday) a meeting of IQAC is held under the presidentship of Jatindra Nath Das, Principal i/c at 1:45 p.m. to discuss the above agendas with IQAC, Teaching and Non-Teaching Staff of the College. Most of the teachers give their valuable suggestions regarding the future plan of the College.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, the following resolution are taken unanimously:

**Resolution 1:** To invite the founder Principal of the College as the chief guest on occasion of **Republic Day** to be celebrated on 26<sup>th</sup> January 2021.

**Resolution 2:** Today's meeting discusses about the upcoming Students Union election and resolved to conduct election on 27<sup>th</sup> February 2021.

**Resolution 3:** After proper verification, today's meeting resolved to approve API of Archana Tahbildar for Associate Professor.

**Resolution 4:** To celebrate **National Voter's Day** on 28<sup>th</sup> January 2021.

**Resolution 5:** To inaugurate Boy's Common Room on 30<sup>th</sup> January 2021.

**Resolution 6:** Today's meeting resolved that IQAC is to organize an awareness programme on "The Importance of Voting and Right to Vote" on 5<sup>th</sup> March 2021

**Action taken report of the resolutions of the previous meeting dated 23.09.2020:**

1. Organized a farewell programme for Dr. Surajit Barman, Former Principal of North Kamrup College on 25-09-2020 following the Covid-19 protocols of Government.
2. The College campus was cleaned and sanitized after the Covid-19 Care Center (CCC) is removed on 24-09-2020.
3. Approved API of Dr. Leena Goswami for Associate Professor submitted to Departmental Promotion Committee for necessary action.

**MEETING-III**  
**Date: 12-03-2021**  
**Venue: IQAC office**

**Agenda:**

1. Discussion on reconstruction of IQAC.
2. Discussion on reconstruction of different Cells.
3. Discussion on welcoming the newly appointed Principal of the College
4. Discussion on organizing Youth Festival.
5. Discussion on organizing webinars/awareness programme/outreach programme.
6. Misc.

**Name of Members**

1. Dr. Jyotiraj Pathak
2. Pankaj Kalita
3. Dr. Nilotpal Sarma
4. Nitu Moni Das
5. BDO, Bajali Development Block
6. Dr. Keshab Basumatary
7. Dr. Tribeni Bezbaruah
8. Dr. Jagadish Ch. Kalita
9. Archana Tahbildar
10. Sashimohan Kalita
11. Dr. Narendra Das
12. Nabajit Talukdar
13. Harendra Nath Deka
14. Dr. Ajit Kr. Das
15. Manik Basumatary
16. GS, Students Union

Today, on **12-03-2021 (Friday)** a meeting of IQAC is held at 12:15 p.m. The meeting is presided over by Dr. Tribeni Bezbaruah Principal i/c to discuss the above agenda with IQAC and Teaching and Non-Teaching Staff. Most of the teachers give valuable suggestions regarding the future plan of the College.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously:

**Resolution no. 1: Today's meeting resolved to reconstruct IQAC as follows:**

Sl no.	Designation	Name	Remarks
1.	Chairman	Dr. Jyotiraj Pathak	Principal, NKC
2.	Coordinator	Pankaj Kalita	Assistant Professor (Sr)
3.	Asst. Coordinator	Dr. Nilotpal Sarma	Assistant Professor
4.	Asst. Coordinator	Nitu Moni Das	Assistant Professor
5.	Member	BDO, Bajali Development Block	Govt. of Assam
6.	DO	Dr. Keshab Basumatary	Principal, BBK College
7.	Do	Dr. Tribeni Bezbaruah	Associate Professor
8.	Do	Dr. Jagadish Ch. Kalita	Associate Professor
9.	Do	Archana Tahbildar	Associate Professor
10.	Do	Sashimohan Kalita	Reputed Social Worker (From Local Society)
11.	Do	Dr. Narendra Das	Reputed Social Worker (From Local Society)
12.	Do	Nabajit Talukdar	Local Industrialist
13.	Do	Harendra Nath Deka	Librarian, NKC
14.	Do	Dr. Ajit Kr. Das	From Alumni Society
15.	Do	Manik Basumatary	UDA, NKC
16.	Do	GS, Students Union	Student, 3 <sup>rd</sup> Sem

**Resolution 2:** To reconstruct different Cells as follows:

**1) Academic Cell:**

Name	Designation
Principal	Chairman
Dr. Jagadish Ch. Kalita	Convener
Librarian	Member
HoD (All)	Member

**2) IQAC:**

Name	Designation	Remarks
J Pathak	Chairman	Principal
Pankaj Kalita	Coordinator	Assistant Prof. (S)
Dr. Nilotpal Sarma	Asst. Coordinator	Assistant Prof.
Nitumoni Das	Asst. Coordinator	Assistant Prof.
Sashimohan Kalita	Member	Social worker
Nabajit Talukdar	Member	Industrialist
BDO, Bajali	Member	Govt. Nominee
Dr. Jagadish Ch. Kalita	Member	Associate Prof.
Dr. Tribeni Bezbarua	Member	Associate Prof.
Dr. Ajit Kr Das	Member	Associate Prof.

Dr. Naren Das	Member	Associate Prof. (BBKC)
Harendra Nath Deka	Member	Librarian
Dr. Keshab Basumatary	Member	Principal, BBKC & Alumni
Manik Basumatary	Member	UDA
Chandan Das	Member	GS, Students' Union

3) NAAC Steering Committee (including all IQAC members):

Name	Designation
Principal	President
Pankaj Kalita	Coordinator
Archana Tahbildar	Member
Bandana Gogoi	Member
Gutimali Goswami	Member
GB member	Member
All IQAC members	

4) Women's Forum:

Name	Designation
Dr. Leena Goswami	Convener
All women employee	

5) Departmental Forum :

Name	Designation /HoD	Remarks
Sahitya Chora	Coordinator	Assamese
	Coordinator	Bodo
Teaching & Learning Forum	Coordinator	Education
English Studies & Literary Forum	Coordinator	English
Economic Forum	Coordinator	Economics
Historical Society of Bajali	Coordinator	History
Philosophy for life	Coordinator	Philosophy
Political Science Forum	Coordinator	Political Science

6) NSS Cell:

Name	Designation
Nilakshi Gogoi	Programme Officer

Satya Ram Dev Choudhury	Member
Bandana Gogoi	Member
Phuloma Daimary	Member
Male Student	Member
Female Student	Member
Member, Students' Union	Member

7) Anti Ragging Cell :

Name	Designation
Dr. Ajit Kr. Das	Convener
Bandana Gogoi	Member
Satya Ram Dev Choudhury	Member
Kukumoni Sarmah	Member
Kaushik Kalita	Member
	Member

8) Information & Career Guidance Cell:

Name	Designation
Dr. Samgita Bharati	Convener
Dr. Minakshi Das	Member
Mary Hangsing	Member
Gutimali Goswami	Member
Bandana Gogoi	Member
	Member

9) Publication Cell:

Name	Designation
M N Goswami	Advisor
Principal	Chairman
Dr. Jagadish Ch. Kalita	Convener
Dr. Tribeni Bezbaruah	Member
Archana Tahbildar	Member
Kamal Baro	Member
Nitumoni Das	Member

10) Green Society:



Name	Designation
Dr. Tribeni Bezbaruah	Convener
Satya Ram Dev Choudhury	Member
Mary Hangsing	Member
Phuloma Daimary	Member
Mahendra Patgiri	Member
Nilakshi Gogoi	Member

11) Canteen:

Name	Designation
Dr. Ajit Kr. Das	Convener
Satya Ram Dev Choudhury	Member
Kukumoni Sarmah	Member
Nitumoni Das	Member
Kamal Das	Member

12) Cultural Society:

Name	Designation	Remarks
Dr. Nilotpal Sarma	Convener	
Dr. Ajit Kr. Das	Member	
Archana Tahbildar	Member	
Satya Ram Dev Choudhury	Member	
Manik Basumatary	Member	
Harmohan Das	Member	Teacher, SSN, Baghmara

13) Grievance Redressal Cell :

Name	Designation
Dr. Tribeni Bezbaruah	Convener
Satya Ram Dev Choudhury	Member
Phuloma Daimary	Member
Dwijen Kalita	Member
GS, Students' Union	Member

14) Alumni Association:

Name	Designation
Dr. Ajit Kr. Das	Convener
Dr. Leena Goswami	Convener
Binoy Kherkatary	Member
Manil Basumatary	Member
Kaushik Kalita	Member
Kamal Das	Member

15) Health Club:

Name	Designation
Satya Ram Dev Choudhury	Convener
Dr. Leena Goswami	Member
Kukumoni Sarmah	Member
Bhiva Das	Member
Doctor, CHC	Member

16) Disaster Management Cell:

Name	Designation
Dr. Minakshi Das	Convener
Dr. Ajit Kr. Das	Member
Nilakshi Gogoi	Member
Gutimali Goswami	Member
Dhanjit Baro	Member
	Member

17) Internal Complaint Cell :

Name	Designation
Dr. Tribeni Bezbaruah	Convener
Mary Hangshing	Member
Nilakshi Gogoi	Member
Dr. Sangita Bharati	Member
Nitumoni Das	Member
	Member

18) Library Advisory Committee:

Name	Designation	Remarks
Dr. Jyotiraj Pathak	Convener	Principal

Harendra Nath Deka	Coordinator	Librarian
All HoDs	Member	

19) H.S. Exam. Committee:

Name	Designation
Dr. Jyotiraj Pathak	Officer In-charge
Dr Ajit Kr. Das	AOC
Dr. Jagadish Ch. Kalita	Member
Nilakshi Gogoi	Member

20) Entrepreneurship Development Cell:

Name	Designation
Nilakshi Gogoi	Coordinator
Sangita Bharati	Member
Kukumoni Sarma	Member
Nilotpal Sarma	Member
Local Entrepreneur	Member

21) Extension Cell :

Name	Designation
Satya Ram Dev Choudhury	Convener
Gutimali Goswami	Member
Kukumoni Sarmah	Member
Nitumoni Das	Member
Binay Kharkatary	Member
Phuloma Daimary	Member
Dwijen Kalita	Member

22) Planning & Construction Cell :

Name	Designation	Remarks
President, GB	Chairman	
Dr. Jyotiraj Pathak	Convener	
Dr. Jagadish Ch. Kalita	Member	
Dr. Tribeni Bezbaruah	Member	
Dr. Ajit Kr. Das	Member	
Pankaj Kalita	Member	RUSA Coordinator

Harendra Nath Deka	Member	
Manik Basumatary	Member	

23) U.G.C/ RUSA :

Name	Designation
Principal	Convener
Coordinator, RUSA	Member
President/Secretary, TU	Member
President/Secretary, NTS	Member
Senior member, GB	Member
GS, Students Union	Member

24) Admission Committee:

Name	Designation
Dr. Jyotiraj Pathak	Convener
All HoDs and UDA/LDA	Member

25) Equal Opportunity Cell:

Name	Designation
Dr. Minakshi Das	Convener
Mary Hangshing	Member
Dr. Sangita Bharati	Member
Nitumoni Das	Member
Phuloma Daimary	Member

26) Purchasing Committee:

Name	Designation
Principal	Convener
Dr. Leena Goswami	Member
Pankaj Kalita	Member
Harendra Nath Deka	Member
Manik Basumatary	Member
VP, Students Union	Member

27) RTI Cell:

Name	Designation
Principal	Convener

Dr. Ajit Kr. Das	Public Information Officer
Dr. Leena Goswami	Member
Pankaj Kalita	Member
Harendra Nath Deka	Member

### 28) IPR Cell:

Name	Designation
Principal	Convener
Satya Ram Dev Choudhury	Member
Pankaj Kalita	Member
Nilakshi Gogoi	Member
Harendra Nath Deka	Member

**Resolution 3:** Resolved to welcome newly appointed Principal of the College, Dr. Jyotiraj Pathak.

**Resolution 4:** Today's meeting resolved to organize Youth Festival from 22<sup>nd</sup> March 2021 to 26<sup>th</sup> March 2021.

**Resolution 4:** Today's meeting resolved to organize a National Level Webinar on "**Relevance of Philosophy in 21<sup>st</sup> Century**" on 12<sup>th</sup> April 2021 by Dept. of Philosophy in collaboration with IQAC, North Kamrup College, Baghmara.

### Action taken report of the resolutions of the previous meeting dated 09/12/2020:

- On occasion of Republic Day, Murari Mohan Dutta, founder Principal of the College was invited as the Chief Guest to grace the programme.
- National Voter's Day was celebrated on 28<sup>th</sup> January 2021.
- Student Union election of the College was conducted on 27<sup>th</sup> February 2021.
- Approved API of Archana Tahbildar for Associate Professor and submitted to Departmental Promotion Committee for necessary action.
- An awareness programme on "**The Importance of Voting and Right to Vote**" was organized by IQAC, North Kamrup College on 5<sup>th</sup> March 2021.
- Dr. Manjura Mohan Kalita, President of College Governing Body, and Kusum Choudhury, Principal of Baghmara Higher Secondary, inaugurated the Boy's Common Room on 30<sup>th</sup> January 2021.

## MEETING-IV

Date: 19-04-2021

Venue: IQAC office

### Agenda:

1. Discussion on increasing number of webinars/outreach programme keeping in view the Covid-19 pandemic.
2. Discussion on conducting Internal Academic Audit and Green Audit.
3. Discussion on preparation and submission of AQAR.
4. Discussion on celebration of National/International events.
5. Misc.

### Name of Members:

1. Dr. Jyotiraj Pathak
2. Pankaj Kalita
3. Dr. Nilotpal Sarma
4. Nitu Moni Das
5. BDO, Bajali Development Block
6. Dr. Keshab Basumatary
7. Dr. Tribeni Bezbaruah
8. Dr. Jagadish Ch. Kalita
9. Archana Tahbildar
10. Sashimohan Kalita
11. Dr. Narendra Das
12. Nabajit Talukdar
13. Harendra Nath Deka
14. Dr. Ajit Kr. Das
15. Manik Basumatary
16. GS, Students Union

Today, on 19-04-2021 (Monday) a meeting of IQAC is held at 12:15 p.m. The meeting was presided over by Dr. Jyotiraj Pathak, Principal, N.K.C to discuss the above agenda with IQAC and Teaching and Non-Teaching Staff. Most of the teachers give valuable suggestions regarding the future plan of the College.

Firstly, the coordinator of IQAC explains the objectives of the meeting related to the agenda and after discussion, following resolution are taken unanimously;

**Resolution 1:** Today's meeting resolved that all the departments are to organize more webinars/outreach programmes/awareness programmes keeping in view the Covid-19 pandemic.

**Resolution 2:** Today's meeting resolved to conduct Internal Academic Audit and Green Audit for the academic session 2019-2020.

**Resolution 3:** All the NAAC Criterion-Wise Committees are requested to submit their progress report regarding preparation of AQAR for the upcoming NAAC Assessment within May.

**Resolution 4:** Today's meeting resolved to celebrate World Environment day on 5<sup>th</sup> June 2021 and for this purpose different initiatives to be taken department wise or cell wise.

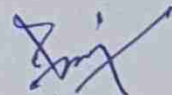
**Action taken report of the resolution of the meeting dated 12-03-2021:**

- Youth Festival was organized from 22<sup>nd</sup> March 2021 to 26<sup>th</sup> March 2021.
- National Webinar was organized on "Relevance of Philosophy in 21<sup>st</sup> Century" by Dept. of Philosophy in collaboration with IQAC, North Kamrup College, Baghmara on 12<sup>th</sup> April 2021. A faculty from Hindu College, Delhi was invited as the resource person of the webinar.



Dr. Jyotiraj Pathak  
Principal cum Chairman  
IQAC, N.K. College, Baghmara

Principal  
North Kamrup College  
Baghmara, Dist. - Barpeta



Pankaj Kalita  
Coordinator  
IQAC, N.K. College, Baghmara

Coordinator  
IQAC  
North Kamrup College