



IQAC KHARUPETIA COLLEGE

KHARUPETIA



Minutes of IQAC Meeting with Action Taken Report (Academic session 2023 to 2024)

There were altogether four IQAC meetings held during the 2023-24 session.

1st Meeting held on 02/09/2023.

The following members were present.

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|---|-----------------------|
| 1. Dr. Mausumi Saha Kalita, | Chairperson |
| 2. Dr. Deepak Kalita, | Coordinator |
| 3. Prof. Hemanta Kr. Sarma, VC's Nominee GU | Member |
| 4. Bhupendra Nath Bora, | Assistant Coordinator |
| 5. Joy Bhattacharya, | Assistant Coordinator |
| 6. Dr. Nur Jaman, | Member |
| 7. Jalal Uddin Ahmed, | Member |
| 8. Abdur Rahman, | Member |
| 9. Dr. Nurul Islam, | Member |
| 10. A .S. Islam | Member |
| 11. Dr. Amzad Hussain Majumdar | Member |
| 12. Abdul Hannan | Member |
| 13. J.H.Choudhury | Member |
| 14. Jagriti Kalita. | Member |
| 15. Anupam Deka, (M.D., SRD), Employer | Member |
| 16. Abdul Wahab, DIET Lecturer | Member |

Resolutions:

- i) The newly appointed (dated 23/08/2023) Coordinator, Dr. Deepak Kalita was cordially welcomed by the principal and entrusted the responsibility to prepare the AQAR, 2022-23 and then SSR for the third cycle.
- ii). Records of all departmental activities and cells/committees to be maintained by the respective HoDs and the convenors of the cells/convenors.
- iii) Focus on innovative methods of teaching and learning including ICT classes.
- iv). Discussed and resolved to increase the required number projectors for the classrooms and computers for Lab/office/library.
- v) An ICT enhancement training for teachers and staff will be conducted by IQAC. The training programme will be conducted by the faculty of the IT department.



Compliance Report:

- ii). All the departments are maintaining records of the departmental activities.
- iii). ICT classes, Group discussion, debate, quiz, field trips have been under taken.
- iv). projectors for the classrooms and computers for Lab/office/library have been installed.
- v). The enhancement training programme of ICT for the teachers and the staff has been initiated by the IQAC with the help of the IT department of B.Voc.

2nd Meeting held on 15/11/2023

The following members were present.

1. Dr. Mausumi Saha Kalita,	Chairperson
2. Dr. Deepak Kalita,	Coordinator
3. Prof. Hemanta Kr. Sarma, VC's Nominee GU	Member
4. Bhupendra Nath Bora,	Assistant Coordinator
5. Joy Bhattacharya,	Assistant Coordinator
6. Dr. Nur Jaman,	Member
7. Jalal Uddin Ahmed,	Member
8. Abdur Rahman,	Member
9. Dr. Nurul Islam,	Member
10. A .S. Islam	Member
11. Dr. Amzad Hussain Majumdar	Member
12. Abdul Hannan	Member
13. J.H.Choudhury	Member
14. Jagriti Kalita.	Member
15. Anupam Deka, (M.D., SRD), Employer	Member
16. Abdul Wahab, DIET Lecturer	Member

Resolutions

1. Collection of relevant information regarding the activities of departmental / Cell/Committees by the respective convenors of seven criteria.
2. Decision was taken to impart skill-based training programmes like, make-up artists, computer hardware, Water hyacinth handcrafts making.
3. Holding of Internal Examination like sessional examinations (odd semester) and Pre-test final examination (HS Final, 2024) to be completed as per the academic calendar, 2023-24 as well as the guide lines of the GU/ AHSEC.
4. Discussed on renovation and extension of Girls' Toilet and extension of College Canteen.



5. A training programme of faculty is required for the ERP system of the college. SS technology may be informed to do the needful.

Compliance Report:

1. Initiative has been taken by the respective convenors of seven criteria to collect the relevant information regarding the activities of departmental / Cell/Committees under supervision of IQAC
2. For the training of Water Hyacinth hand craft making Ms. **Dulumani Kalita**, National Entrepreneurship Award Winner, Ministry of Skill Development and entrepreneurship, Govt. of India, has been communicated.
3. All the internal Examinations were conducted properly.
4. Completed the renovation and repairing work of the girls' toilet and the canteen.
5. SS technology conducted the said training programme.

3rd Meeting held on 20/02/2024 at 2.00pm

The following members were present.

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|---|-----------------------|
| 1. Dr. Mausumi Saha Kalita, | Chairperson |
| 2. Dr. Deepak Kalita, | Coordinator |
| 3. Prof. Hemanta Kr. Sarma, VC's Nominee GU | Member |
| 4. Bhupendra Nath Bora, | Assistant Coordinator |
| 5. Joy Bhattacharya, | Assistant Coordinator |
| 6. Dr. Nur Jaman, | Member |
| 7. Jalal Uddin Ahmed, | Member |
| 8. Abdur Rahman, | Member |
| 9. Dr. Nurul Islam, | Member |
| 10. A .S. Islam | Member |
| 11. Dr. Amzad Hussain Majumdar | Member |
| 12. Abdul Hannan | Member |
| 13. J.H.Choudhury | Member |
| 14. Jagriti Kalita. | Member |
| 15. Anupam Deka, (M.D., SRD), Employer | Member |
| 16. Abdul Wahab, DIET Lecturer | Member |



Resolutions:

1. Resolved to submit the AQAR, 2022-2023.
2. Resolved to prepare and finalise the draft of SSR for cycle-3. Convenors of Seven criteria (IQAC) and the members of different cells and committees were entrusted to expedite the preparation work for the same.
3. Discussed the need of the newsletter of the Departments to keep records of the activities of the departments through publication.

Compliance Report:

1. Submitted the AQAR 2022-23.
2. Initiative has been taken to prepare the SSR as per the old format.
3. Initiative has been taken by the respective departments to collect the data for publishing the Newsletter for the same.

4th meeting held on 02/05/2024

Resolutions:

1. Discussed that the IIQA may be submitted within the time imposed by the NAAC (if the HEI wants to remain) in the old assessment format. So, it was resolved to submit the IIQA on 22 /05/2024.
2. The list of commemorative days to be observed by various departments, cells or committees.
3. Mr. Bhupendra Nath Borah (Asstt. Coordinator, IQAC) Ms. Jagriti Kalita, Asstt. Prof (Pol.Sc) and Mr. Sariful Islam, Asstt Prof (B.Voc) were entrusted with the responsibility of redesigning the college website and providing training to teachers for regular updates of departmental web pages.
4. Students will be sensitized on the importance of Students Satisfaction Survey (SSS).
5. Resolved to initiate yoga camp and volley ball training programme amongst the students.

Compliance Report:

1. IIQA was submitted as per the resolution.
2. The list of commemorative days to be observed by various departments, cells or committees is confirmed.

3. Initiative has been taken by the committee for redesigning of web page of the college portal and training of the teachers.
4. Complied the resolution number - 4
5. Organised two days volley ball training programme and 3 days yoga camp.



A handwritten signature in black ink, appearing to be "M. M. M.".

Co-ordinator
Internal Quality Assurance Cell
Kharupetia College

Co-ordinator
IQAC
Kharupetia College

A handwritten signature in black ink, appearing to be "J. K. K.".

Principal
Kharupetia College

Principal
Kharupetia College
Kharupetia, Assam

