

KAKOJAN COLLEGE
KAKOJAN: JORHAT, ASSAM – 785107
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. KC/IQAC - 05

Date: 20/12/2018

Notification

The 5th meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on 27/12/2018 at the premises of Kakojan College (IQAC Room) at 1.45 PM. All the members of the IQAC are hereby cordially requested to make it convenient to attend the same.

Agenda:

Item No. 1	: Minutes of previous meeting to be confirmed
Item No. 2	: Review of AQAR 2017 – 2018 which is to be submitted to NAAC
Item No. 3	: To decide on Eco-Friendly measures to reduce energy consumption
Item No. 4	: Installation of more CCTV camera for college campus security
Item No. 5	: To continue Industry-Institute Interaction through Membership and MOU's
Item No. 6	: Discussion on research sharing and networking with other institutions
Item No. 7	: Approval of the proposal to be submitted to 'NAAC' for financial assistance for a workshop on 'Revised Accreditation Framework' (RAF)
Item No. 8	: Workshop for enhancing teaching-learning skills of faculties in collaboration with the Council for Teacher Education (CTE)
Item No. 9	: Discussion on the need for organizing one day workshop on Koha and Library Automation
Item No. 10	: Career Counselling programme for students.
Item No. 11	: Role of Guardian Association and Alumni in the development of the college
Item No. 12	: Proceedings of CAS of 04 full-time teachers of the college
Item No. 13	: Alumni Registration update
Item No. 14	: Any others with permission of the Chairperson

Looking forward to your presence at the meeting

With kind regards

Archana Bhattacharjee
Dr. Archana Bhattacharjee
Co-ordinator
IQAC, Kakojan College, Jorhat, Assam

Co-ordinator IQAC
Kakojan College
Jorhat



R. Bordoloi 20/12/2018
Dr. Ruprekha Bordoloi
Chairperson, IQAC
Kakojan College, Jorhat, Assam

Principal
Kakojan College
Jorhat, Assam

KAKOJAN COLLEGE
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. KC/IQAC – 05 (II)

Date: 27/12/2018

Minutes of the IAQC Meeting
27th December 2018

1.	The minutes of the previous meeting dated 27/06/2018 were confirmed																				
2.	The Co-ordinator of IQAC places AQAR – 2017 – 2018 for review before the members, seeking advise suggestion and approval before submitting to NAAC																				
3.	It was decided that the recommendation given by the members would be given due consideration before uploading the AQAR in the website																				
4.	Discussion on possible 'Eco-Friendly' measures that can be adopted by the Institution to reduce power consumption.																				
5.	It was also decided at the meeting that there is an urgent need to install few more CCTV camera to enhance campus security																				
6.	The house also gave its approval for more Industry-Institute Interaction through MOU's and Memberships for benefit of students.																				
7.	It was also suggested by a member and approved by the house that through Library Automation support, the Institution should establish linkages with other National Libraries and Institutions for research sharing and other resources.																				
8.	The meeting also approved 18 th January, 2019 as the date for organizing a NAAC sponsored One Day workshop on <i>Revised Accreditation Framework (RAF)</i>																				
9.	The house also gave approval for organizing two more need based workshop in the college. The first workshop will be on 'Koha and Library Automation' to be held on 25 th January, 2019. The second workshop to be held on 19 th March in collaboration with Council for Teacher Education (CTE, Assam Chapter) on the theme <i>Teachers as Torch Bearer of Change</i>																				
10.	It was also discussed at the meeting that students' centric programmes should be given more priority particularly those related to their career advancement. The house also appreciated the efforts of the "Information and Career Guidance Cell" (ICGC) of the Institution for the smooth running of the ongoing Add-on Short Term Certificate programmes.																				
11.	There was also a general discussion on the role of the Guardian Association and the Alumni Association in the development of the college. It was felt that Alumni should play a more active role in different spheres for more progress of the Institution. The house appreciated the efforts of the Guardian Association for creating awareness and motivating students towards a clean environment by putting up several wall slogans around the college campus.																				
12.	IQAC approved to proceed promotion under CAS of the following 04 full-time faculties of the institution, subject to fulfilment of the criteria as stipulated as per rules. <table border="1" style="margin: 10px auto;"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Faculties</th> <th>Designation & Department</th> <th>Promotion Due</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Mr. Lakhya Protim Nirmolia</td> <td>Assistant Professor of History</td> <td>Stage I to II</td> </tr> <tr> <td>2.</td> <td>Ms. Dipti Tamuli</td> <td>Assistant Professor of Sociology</td> <td>Stage I to II</td> </tr> <tr> <td>3.</td> <td>Mr. Tufail Zilani Imdad Ullah</td> <td>Assistant Professor of English</td> <td>Stage I to II</td> </tr> <tr> <td>4.</td> <td>Dr. Pankaj Goswami</td> <td>Assistant Professor of English</td> <td>Stage II to III</td> </tr> </tbody> </table>	Sl. No.	Name of the Faculties	Designation & Department	Promotion Due	1.	Mr. Lakhya Protim Nirmolia	Assistant Professor of History	Stage I to II	2.	Ms. Dipti Tamuli	Assistant Professor of Sociology	Stage I to II	3.	Mr. Tufail Zilani Imdad Ullah	Assistant Professor of English	Stage I to II	4.	Dr. Pankaj Goswami	Assistant Professor of English	Stage II to III
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4.	Dr. Pankaj Goswami	Assistant Professor of English	Stage II to III																		
13.	The Chairman also briefly informed the house about the ongoing Alumni Registration process																				
14.	With permission of the Chairperson, the Co-ordinator suggested that the best mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures was through regular but internal academic audits which the Institution has introduced and striving to carry forward to a new level.																				
15.	As there was no other point for discussion, the Chairperson rounds up the meeting with vote of thanks to all members for their active participation.																				

Archana Bhattacharjee
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Co-ordinator
IQAC, Kakojan College, Jorhat,
Assam

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Jorhat



Ruprekha Bordoloi
Dr. Ruprekha Bordoloi
Chairperson, IQAC
Kakojan College, Jorhat, Assam

Principal
Kakojan College
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Ref. No. KC/IQAC – 05 (I)

Date: 27/12/2018

Meeting on 27/12/2018

Members Present:

1. Dr. Ruprekha Bordoloi
2. Dr. Archana Bhattacharjee
3. Dr. Raju Baruah
4. Dr. Bijoylakshmi Neog
5. Dr. Pankaj Goswami
6. Mr. Kesab Chandra Bora
7. Mr. Ratul Baruah
8. Ms. Jayashree Saikia
9. Ms. Babita Phukan Borkotoky
10. Mr. Lakhya Protim Nirmolia
11. Dr. Partha Pratim Baruah
12. Dr. Nibedita Gogoi
13. Mr. Dhrubajyoti Saikia
14. Mr. Abhinob Gogoi

Archana Bhattacharjee

Dr. Archana Bhattacharjee
Coordinator
IQAC, Kakojan College, Jorhat, Assam

Co-ordinator IQAC
Kakojan College
Jorhat

Ruprekha Bordoloi
27/12/2018

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Action Taken Report

1.	Confirmed and approved the minutes of the previous meeting dated 27/06/2018.
2.	As per approval of the house, the AQAR 2017 – 2018 was submitted to NAAC.
3.	'Eco-Friendly' measures were adopted by the Institution to reduce power consumption. Signage on Energy Consumption, Water Conservation were placed at different location of the institution
4.	To enhance campus security more CCTV cameras were installed in the institution.
5.	More Industry-Institute Interaction through MOU's and Memberships was signed and continued for benefit of students.
6.	The Institution establishes linkages with INFLIBNET for research sharing and other resources through Library Automation
7.	A NAAC sponsored One Day workshop on the Revised Accreditation Framework (RAF) was organized on 18 th January, 2019
8.	Two more need-based workshops on 'Koha and Library Automation' and "Teachers as Torch Bearer of Change" in collaboration with the Council for Teacher Education (CTE, Assam Chapter) were held on 25 th January and 19 th March, 2019 respectively.
9.	Student centric programmes related to career advancement were organized under the aegis of IQAC and "Information and Career Guidance Cell" (ICGC).
10.	The Guardian Association and the Alumni Association were appreciated for their pivotal role in the development of the college. The Guardian Association has created awareness and motivating students towards a clean environment by putting up several wall slogans around the college campus while Alumni Association play role in different spheres for the development of the Institution.
11.	Promotion under CAS of 04 full-time faculties Mr. Lakhya Protim Nirmolia, Assistant Professor of History from Stage I to II, Ms. Dipti Tamuli, Assistant Professor of Sociology from Stage I to II, Mr. Tufail Zilani Imdad Ullah, Assistant Professor of English from Stage I to II and Dr. Pankaj Goswami, Assistant Professor of English from Stage II to III of the institution were processed.
12.	The Alumni Registration process is undergoing as informed by the member of Alumni present in the house
13.	The process of conducting Academic and Administrative Audit has been taken.

Archana Bhattacharjee
Dr. Archana Bhattacharjee
Coordinator
IQAC, Kakojan College,
Jorhat, Assam

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