

Ref. No. KC/IQAC/ 2019 – 2020/01 (A)

Date: 30/12/2019

### Notification

The 7<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on 07/01/2020 at the premises of Kakojan College (IQAC Room) at 2.15 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 the previous meeting dated 29/03/2019 to be confirmed
Item No. 2	Review of AQAR 2018 – 2019 which is to be submitted to NAAC
Item No. 3	To decide on reduction of energy consumption by adopting a measure
Item No. 4	To continue Industry – Institutional Interaction through membership and MOU's
Item No. 5	Discussion on launching a college app to reduce the use of paper in admission procedure and least involvement of management in admission procedure
Item No. 6	Discussion on organizing extension activities in its neighbourhood community.
Item No. 7	Career Counseling programme for students
Item No. 8	Discussion on need for organizing awareness programme on Health & Hygiene of girls student
Item No. 9	Discussion on organizing National Seminar and various awareness programme at community level on gender issues
Item No. 10	Discussion on organizing a National Seminar on Intellectual Property Right (IPR)
Item No. 11	To inculcate the ethical and moral values among the students
Item No. 12	Discussion on organizing a training programme for non-teaching staff
Item No. 13	Discussion on organizing a workshop for enhancement of teaching learning process
Item No. 14	Discussion on organizing lecture programme for benefit of students community
Item No. 15	Any others with permission of the Chairperson

Looking forward to your presence at the meeting.

With kind regards

*Nibedita Gogoi*

**Dr. Nibedita Gogoi**  
Coordinator, IQAC  
Kakojan College, Jorhat, Assam

Co-ordinator IQAC  
Kakojan College  
Jorhat

*Ruprekha Bordoloi*  
30/12/2019

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

**Principal**  
Kakojan College  
Jorhat, Assam



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1. Circulation among the IQAC Members

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

Ref. No. KC/IQAC/ 2019 – 2020/01 (B)

Date: 07/01/2020

**Minutes of the IQAC Meeting**  
**07/01/2020**

01.	Minutes of the previous meeting dated 29/03/2019 were confirmed.
02.	The IQAC Coordinator places AQAR 2018 – 2019 before submitting to NAAC for review from the members, seeking advice and approval. After discussion, IQAC approved AQAR 2018 – 2019 for submission.
03.	There was a decision on reduction on energy consumption by one (01) hour electricity shut down during the week days. According to the consent of the house it was decided to shut down one (01) hour power supply once in a week.
04.	Discussion was held on continuation of industry institutional interaction through membership and MOUs. The house also decided to continue the already signed MOU's with different organizations and also to sign more MOU's with other organizations/NGO in the next session.
05.	As per agenda, the decision was taken to launch a college app to reduce the use of papers in admission procedure and least involvement of management in admission process.
06.	The house approved for organizing more extension activities in its neighbourhood community
07.	The house decided to run career counseling programmes to make student competent in the present day context.
08.	The house discussed about the need of awareness programme on Health and Hygiene of girl student and decided to take necessary steps for the betterment of the girl students of the institution. For the purpose it was decided to organize awareness programme to aware the girls' students about female related diseases and how to prevent such diseases. House also decided to install incinerator in Girls' Common room.
09.	A detailed discussion was also held on to organize programm on gender issue. It was decided to approach various national bodies/organizations for financial support to organize National Seminar on Gender Issue. The house also suggested the Chairperson of the Internal Quality Assurance Cell (IQAC) to organize awareness programme on socio-economic issues in the neighbouring areas as community service for women empowerment through the Centre for Women Studies.
10.	As per NAAC Guideline it is a norm to create awareness on IPR among the students, researchers and faculties. Keeping this in view a detailed discussion in the house was held about to organize a National Seminar on IPR. The Chairperson of the IQAC confirmed that within a stipulated period the seminar will be organized in the institution.
11.	It was also decided to organize a training programme for non-teaching staff of the institution.
12.	A decision was taken by the house to organize a workshop for enhancement of teaching learning process of faculties of the institution.
13.	The house gave consent to organize various lecture programmes for student community.
14.	The coordinator expressed her gratitude to the Chairperson and the entire IQAC team for their support during this term. She also informed the house that groundwork for AQAR (session 2019-2020) was going on as per new format of NAAC.
15.	There being no other point to discuss, the meeting ended with the vote of thanks offered by the Chairperson.

*Nibedita Gogoi*

**Dr. Nibedita Gogoi**  
Coordinator, IQAC  
Kakojan College, Jorhat, Assam

**Co-ordinator IQAC**  
**Kakojan College**  
**Jorhat**



*Ruprekha Bordoloi 7/1/2020*

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

**Principal**  
**Kakojan College**  
**Jorhat, Assam**

**KAKOJAN COLLEGE**  
**KAKOJAN: JORHAT, ASSAM – 785107**

**Members Present  
Meeting on 07/01/2020**

1. Dr. Ruprekha Bordoloi, Principal
2. Dr. Bijoylakshmi Neog, Vice Principal
3. Dr. Hem Kanta Hazarika
4. Mr. Deva Kr. Mahanta
5. Dr. Archana Bhattacharjee
6. Mr. Keshob Bora, President, Guardian Association
7. Dr. Nibedita Gogoi
8. Dr. Pankaj Goswami, Co-ordinator (RUSA & GC Cell)
9. Ms. Babita Phukan Borkotoky
10. Ms. Joyashree Saikia
11. Ms. Mridula Neog
12. Mr. Lakhya Protim Nirmolia
13. Dr. Partha Protim Boruah
14. Mr. Dhruvajyoti Saikia
15. Ms. Junmoni Baruah
16. Mr. Amrik Singh
17. General Secretary, Student Union

*Nibedita Gogoi*

**Dr. Nibedita Gogoi**  
Coordinator, IQAC  
Kakojan College, Jorhat, Assam

Co-ordinator IQAC  
Kakojan College  
Jorhat



*Ruprekha Bordoloi 27/1/2020*

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

**Principal**  
**Kakojan College**  
**Jorhat, Assam**

Ref. No.

Date:

**Action Taken Report**

01.	Confirmed and approved the minutes of the previous meeting dated 29/03/2019
02.	The AQAR 2018 – 2019 was submitted to NAAC on 28/01/2020
03.	One hour energy shut down is practiced during college days, a step towards energy conservation.
04.	For the continuation of Industry-Institutional Interaction, membership and MOU's was signed.
05.	A college app is launched to reduce the use of papers in admission procedure and least involvement of management in admission procedure.
06.	Extension activities were organized for the betterment of the students as well as neighbouring community for better livelihood.
07.	Career counselling programme were organised to make student competence in the present day context.
08.	An awareness programme on health and hygiene for girls' students was organized. An incinerator was installed in the Girls' Common room for sanitary pad disposal, a step towards for solid waste management.
09.	A National seminar was organised under the sponsorship of the National Commission for Women (NCW), New Delhi, India. Centre for Women Studies carried out community service for women's empowerment and organised an awareness programme on Socio-Economic issues in neighbouring areas.
10.	Due to the Covid-19 pandemic, the institute organized a National Webinar on 'Intellectual Property Rights' (IPR) for students, researchers and faculties.
11.	The institute organized a training programme for non-teaching staff
12.	The institution organized a workshop for the enhancement of the teaching-learning process of the faculties of the institution.
13.	The institution organized lecture programme for students community

*Nibedita Gogoi*

**Dr. Nibedita Gogoi**  
Coordinator, IQAC  
Kakojan College, Jorhat, Assam

**Co-ordinator IQAC**  
**Kakojan College**  
**Jorhat**



*Ruprekha Bordoloi*

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

**Principal**  
**Kakojan College**  
**Jorhat, Assam**