



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Katahguri College

Tuktuki, Nagaon, Assam, PIN-782123

email:: iqackatahguricollege@gmail.com/katahguricollege@gmail.com

Website: <https://katahguricollege.org.in>

Date.....

General Meeting of IQAC Katahguri College, Nagaon Date:18-01-2018

Action Taken Report

Agenda of meeting:-

- (1) Selection of President and taking over the chair by the president.
- (2) Elaborate the purpose of the meeting.
- (3) Composition of IQAC.
- (4) Other.

Action Taken:-

- (1) Internal Quality Assurance Cell (IQAC) Constituted on 18-01-2018.
- (2) IQAC met after every three month.
- (3) Ikbal Bahar Chowdhury, Asstt. professor, deptt. of Education and Rakib Ahmed Fakir, Asstt. professor, deptt. of English were appointed coordinator and Asstt. coordinator respectively.

Coordinator, IQAC
Katahguri College

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Chairperson/ Principal
IQAC, Katahguri College

Chairperson / Principal
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Ref:..... Date:.....

Extended Meeting of IQAC (with staff)

Katahguri College, Nagaon

Date:02-02-2018

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the principal.
- (2) Introductory speech by the principal.
- (3) Speech by the coordinator.
- (4) Formation of 7 criteria cell.
- (5) Formation of Internal different Cells.
- (6) Others.

Action Taken:-

- (1) Criteria formed.
- (2) Different Internal Cells formed.

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Executive Meeting of IQAC Katahguri College, Nagaon Date:04-05-2018

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the principal.
- (2) Introductory speech by the principal.
- (3) Speech by the coordinator.
- (4) Discussion regarding role and activities of various cells.
- (5) Regarding discussion and celebration of National and International days and events.
- (6) Regarding village adaptation.

Action Taken:-

- (1) Every department started celebration of National and International days and events in collaboration with IQAC.
- (2) Tuktuki village was adopted by Katahguri College on 18th June 2018.

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Ref.....

Date.....

Executive Meeting of IQAC Katahguri College, Nagaon Date:03-08-2018

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Introductory speech by the coordinator.
- (3) Speech by the principal.
- (4) Discussion on admission and regarding academic activities.
- (5) Regarding the maintenance of departmental profile.
- (6) Regarding sessional examination.
- (7) Regarding students union election.
- (8) Regarding students union general secretary nomination to IQAC.

Action Taken:-

- (1) Academic Committee took strategy to increase enrolment for college.
- (2) Every department conducted various extra-curricular activities i.e quiz competition, debate competition, Workshop and Seminar.
- (3) All HoDs of all department started maintain departmental profile.
- (4) Every faculty members prepared departmental routine and lesson plan before the commencement of class.
- (5) Examination committee conducted sessional examination from 12/09/2018 to 20/09/2018.
- (6) Election cell conducted students union election for the session 2018-2019.
- (7) General secretary of student union body was nominated to IQAC.

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Date:

Executive Meeting of IQAC Katahguri College, Nagaon Date:10-11-2018

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Introductory Speech by the principal.
- (3) Speech by the coordinator..
- (4) Recitation of the previous meeting and its adaptation.
- (5) Discussion regarding conducive educational environment.
- (6) Regarding celebration of Constitutional Day, Human Rights Day and world AIDS Day.
- (7) Discussion on remedial class.
- (8) Regarding allotment of IQAC room.

Action Taken:-

- (1) Concerned cell/ department celebrated constitutional Day on 26/11/2018.
and world AIDS Day on 01/12/2018.
- (2) Every faculty members took remedial classes.
- (3) A room was allotted for IQAC office.

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Ref:.....

Date:.....

Executive Meeting of IQAC Katahguri College, Nagaon Date:01-02-2019

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Purpose of the meeting by Asst. coordinator of IQAC.
- (3) Regarding activities in the adopted village
- (4) Discussion regarding academic activities.
- (5) Discussion regarding college week, celebration of Mother's day, and women's day.
- (6) Regarding conduct of career counseling program.
- (7) Regarding MoU with adopted village and industry.

Action Taken:-

- (1) Village Adaptation committee and other cell generated different program like awareness program on literacy, health & hygiene sanitation, safe drinking water, women empowerment, career counseling and social forestry etc.
- (2) Concerned cell of IQAC celebrated college week from 04-02-2019 to 08-02-2019, Mother's Day on 21/02/2019, and Women's Day on 08/03/2019.
- (3) Career counseling cell started one month TET coaching from 18-03-2019.
- (4) MoUs was signed with different schools of Katahguri College adopted village Tuktuki.
- (5) Katahguri college executed MoU with M/S -AF Industry(stone crusher) Morigaon on 20/02/2019.

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Executive Meeting of IQAC Katahguri College, Nagaon Date:04-05-2019

Action Taken Report

Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Purpose of the meeting by Asst. coordinator of IQAC.
- (3) Recitation of earlier meeting and its adaptation.
- (4) Discussion regarding final examinations.
- (5) Regarding observation of Anti tobacco day.
- (6) Regarding Internal complaints committee activities.
- (7) Regarding conduct of awareness program on Scholarship.

Action Taken:-

- (1) Health care cell conducted Anti-Tobacco day on 31/05/2019.
- (2) Internal complaints committee conducted an awareness program on 14-08-2019 about the Issue of gender equality among staff, students and other employee.

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