



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

Minutes of the Meeting

A General meeting is conducted on 18-01-2018 at 2.00 PM at Katahguri College teachers common room. The meeting is presided over by the honourable principal Dr. Khairul Islam.

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.

Name of Present Members

Designation

1. Dr. Khairul Islam	Principal
2. Shamim Khanam	Asst. Professor
3. Rakib Ahmed Fakir	Asst. Professor
4. Md. Faij Uddin Ahmed	Asst. Professor
5. Niku Prava Devi	Asst. Professor
6. Muzammil Hussain Khandaker	Asst. Professor
7. Shahidul Islam	Asst. Professor
8. Saidur Rahman	Asst. Professor
9. Ankita Moyee Borah	Asst. Professor
10. Baharul Islam	Asst. Professor
11. Razzakul Al-Amin Fakir	Asst. Professor
12. Ashrumoni Deka	Asst. Professor
13. Abdus Satter	Asst. Professor
14. Firuz Khan	Asst. Professor
15. Iqbal Bahar Chowdhury	Asst. Professor
16. Aminul Islam	Asst. Professor
17. Masuma Khatun	Asst. Professor



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18. Motiur Rahman	Asst. Professor
19. Sufia Khatun	Asst. Professor
20. Sabina E-Yesmin	Asst. Professor
21. Ruhul Amin Ahmed	Asst. Professor
22. Monisha Saikia	Asst. Professor
23. Md. Anjarul Azam Fakir	Asst. Professor
24. Md. Ruhul Amin	Jr. Asst.
25. Alom Khan	Asst. Librarian
26. Imdadul Islam	Grade-iv
27. Reema Begum	Asst. Professor
28. Mainul Hoque Chowdhury	Sr. Asst.
29. Abu Shahid	Grade-iv
30. Nasir Uddin	Grade-iv
31. Atabur Rahman	Grade-iv
32. Nazrul Islam	Grade-iv
33. Shariful Islam	Grade-iv
34. Abul Kachem	Sr. Asst.

Points Discussed in the meeting are as follows

Resolution No-01:

To day's general meeting commenced with a formal address by the honourable Principal Dr. Khairul Islam about the need and importance of formation of an IQAC at the institute. Today's meeting has unanimously constituted an IQAC Committee as per the NAAC guideline Following is the composition of the IQAC members.

1. Chairperson :- Dr. Khairul Islam (Principal of the institution)
2. Faculty Members (i) Asst. Professor, Faij Uddin Ahmed. Deptt. of Philosophy.
(ii) Asst. Professor, Niku Prava Devi, Deptt. of Assamese.
(iii) Asst. Professor, Shahidul Islam , deptt. of Political Science.
(iv) Asst. Professor, Ashrumoni Deka, Deptt. of Assamese
(v) Asst. Professor, Ankita Moyee Borah, Deptt. of Philosophy
(vi) Asst. Professor, Razzakul Al-Amin Fakir, Deptt. of Education.



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(vii) Asst. Professor, Muzammil Hussain Khandaker, Deptt. of Political Science

3. Members from the Management: Sri Khagendra Mehela
4. Senior Administrative officer : (i) Dr. Kamal Chandra Nath, Principal Charaibahi College.
(ii) Mr. Miraj Ali Ahmed, Principal Katahguri Commerce Jr. College.
5. Nominee from the local society, students and Alumni:
 - (i) General Secretary from the Student Union Body:
 - (ii) Member from Alumni Association Motiur Rahman (Alumni)
 - (iii) Jakir Hussain (From local Society)
6. One nominee each from Employers, Industries/ stakeholders :
 - (i) Muzammil Hoque Chowdhury
 - (ii) Farid Ahmed
 - (iii) Sahidul Islam
7. Coordinator of the IQAC: (i) Md. Ikbal Bahar Chowdhury
Asst. Professor, Deptt. of Education
8. Asst. Coordinator of the IQAC: (i) Rakib Ahmed Fakir
Asst. Professor, Deptt. of English


Resolution No. 2:-

In today's meeting it is unanimously decided that the committee would meet after every three months to assess the quality of academic and administration of the institute.

Resolution No. 3:-

In today's meeting it is decided to make seal in the name of chairperson and coordinator respectively for proper functioning of IQAC. The meeting ended with the vote of thanks after the valuable speech of chairperson.


Coordinator, IQAC
Katahguri College
Coordinator, IQAC
Katahguri College


Chairperson/ Principal
IQAC, Katahguri College
Chairperson / Principal
IQAC, Katahguri College



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Date.....

Extended Meeting of IQAC (with staff)

Katahguri College, Nagaon

Date:02-02-2018

Minutes of the Meeting

An, Extended Meeting of IQAC with staff was held on 2nd February -2018 at 2.00 PM under the chairmanship of the principal at teachers common room of the college.

IQAC coordinator Mr. Chowdhury explained the purpose of the meeting in his speech.

Agenda of meeting:-

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

Name of Present Members

Designation

1. Dr. Khairul Islam	Principal
2. Ikbahar Chowdhury	Coordinator, IQAC
3. Razzaqul Al-Amin Fakir	Members
4. Jakir Hussain	Member (From local Society)
5. Muzammil Hussain Khandaker	Members
6. Md. Faij Uddin Ahmed	Members
7. Md. Shahidul Islam	Members
8. Saidur Rahman	Asst. Professor
9. Niku Prava Devi	Members
10. Ankita Moyee Borah	Asst. Professor
11. Baharul Islam	Asst. Professor
12. Rakib Ahmed Fakir	Asst. Coordinator, IQAC
13. Abdus Satter	Asst. Professor
14. Ashrumoni Deka	Members
15. Aminul Islam	Asst. Professor
16. Motiur Rahman	Asst. Professor
17. Firuz Khan	Asst. Professor
18. Shamim Khanam	Asst. Professor
19. Masuma Khatun	Asst. Professor



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Katahgun College

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

Ref:.....

Date:.....

20. Monisha Saikia	Asst. Professor
21. Md. Anjarul Azam Fakir	Asst. Professor
22. Mainul Hoque Chowdhury	Sr. Asst.
23. Alom Khan	Asst. Librarian
24. Atabur Rahman	Grade-IV
25. Md. Ruhul Amin	Jr. Asst.
26. Abul Kachem	Sr. Asst.
27. Nasir Uddin	Grade-IV
28. Nazrul Islam	Grade-IV

Following Points are discussed in the meeting

Resolution No. 1

In the meeting it is resolved that seven criteria would be formed and its convenars and members would be selected. The seven criteria represent the core functions and activities of the institution.

Name of Seven criteria

1. Curricular Aspects .
2. Teaching Learning and Evaluation.
3. Research, Innovations and Extension.
4. Infrastructure and learning Resources.
5. Students Support and Progression.
6. Governance Leadership and Management.
7. Institutional Values and Best Practice.

Resolution No. 2

In the meeting it is resolved to form different Internal. Cells.

Name of the different cells.

1. Career Counseling cell.
2. Women cell.
3. Anti-Raging cell.
4. Students Grievances and Redressal cell.
5. Library Advisory Committee.
6. Admission and Academic Committee.
7. Election Cell.
8. Games & Sports Cell.



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Date.....

9. Extension & Cultural Cell.
10. Research Publication and Seminar Cell.
11. NAAC Documentation Cell.
12. RTI Cell.
13. Routine Cell.
14. Students Alumni Association Advisory Committee.
15. Institution Innovation cell.
16. Magazine Publication Committee.
17. Examination Cell.
18. Village Adoption Monitoring Committee.
19. Scholarship Committee.
20. Health Care Cell.
21. Feedback Analysis Committee.
22. Internal Complaints Committee.
23. Red Ribbon club.
24. Digital Learning cell.
25. IPR cell.

IQAC meeting is concluded with permission of chairperson and coordinator proposes vote of thanks.

**Coordinator, IQAC
Katahguri College**

Coordinator, IQAC
Katahguri College

**Chairperson/ Principal
IQAC, Katahguri College**

Chairperson / Principal
IQAC, Katahguri College



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Date.....

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

Minutes of the Meeting

An executive meeting is held on 4th May 2018 at 2.00 PM in the teachers common room of the college .

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.

Name of Present Members

Designation

1. Dr. Khairul Islam	Principal
2. Dr. Kamal Chandra Nath	Principal, Charaibahi College
3. Sri. Khagendra Mehela	Member from Management
4. Razzaqul Al-Amin Fakir	Members
5. Ankita Moyee Borah	Members
29. Rakib Ahmed Fakir	Asst. coordinator
6. Md. Faj Uddin Ahmed	Members
7. Shahidul Islam	Members
8. Muzammil Hussain Khandaker	Members
9. Niku Prava Devi	Members
10. Iqbal Bahar Chowdhury	Coordinator, IQAC
11. Ashrumoni Deka	Members

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Date.....

The honourable Principal opened the meeting with welcoming speech

Resolution No. 1

In the meeting it is discussed about the roles and activities of various cells. IQAC, coordinator assigns duties to every convenors of the cells.

Resolution No. 2

In the meeting it is resolved that every departments and cells would celebrate National and International day and events in collaboration with IQAC.

Resolution No. 3

In the meeting it is resolved that village adaptation cell would adopt Tuktuki village.

The IQAC meeting is Concluded with permission of the chairperson and coordinator proposes vote of thanks.



**Coordinator, IQAC
Katahguri College**

Coordinator, IQAC
Katahguri College



**Chairperson/ Principal
IQAC, Katahguri College**

Chairperson / Principal
IQAC, Katahguri College



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Date.....

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

Minutes of the Meeting

An executive meeting is held on 03/08/2018, in the teachers common room under the chairmanship of the principal. The principal asked to read out the previous meeting proceeding and IQAC coordinator read out the same and asked for review if any. The members accepted unanimously and the principal signed over the previous meeting proceeding for approval.

IQAC, coordinator Mr. Ikbal Bahar Chowdhury explained the purpose of the meeting in this speech.

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.

Name of Present Members

Designation

1. Dr. Khairul Islam	Principal
2. Miraj Ali Ahmed	Sr. Administrative officer (Principal, Katahguri Com.Jr.College)
3. Razzaqul Al-Amin Fakir	Member
4. Farid Ahmed	Member (Industrialist)
5. Ikbal Bahar Chowdhury	Coordinator, IQAC
6. Shahidul Islam	Member (Stakeholders)
7. Md. Faj Uddin Ahmed	Member
8. Md. Shahidul Islam	Member
9. Niku Prava Devi	Member
10. Ankita Moyee Borah	Member
11. Rakib Ahmed Fakir	Asst. Coordinator
12. Ashrumoni Deka	Member



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Date.....

Resolution No. 1

In the meeting its resolved that the admission and academic Committee will take strategy to increase enrolment for college. It involves engaging and influencing parents and students at multiple touch points. In the meeting it is also resolved that the right approach can encourage students from different geographies to consider ones college and boost admission.

Resolution No. 2

In the meeting it is resolved that every faculty members would engage in various academic activities. Every department would conduct various extra-curricular activities i.e. quiz Competition, debate competition, workshop and seminar.

Resolution No. 3

In the meeting it is resolved that all HoD of all departments would maintain departmental profile.

Resolution No. 4

In the meeting it is resolved that every faculty members prepare departmental routine and lesson plan before the commencement of classes.

Resolution No. 5

In the meeting it is resolved that Examination Committee would conduct upcoming sessional examination. All HoD's are asked to prepare question papers and after evaluate it properly.

Resolution No. 6

In the meeting it is resolved that the election cell would conduct students Union Election for the session 2018-19. For this Election cell would prepare all modalities for election.



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Date.....

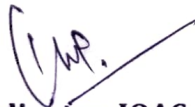
Resolution No. 7

In the meeting it is resolved that General Secretary of student union body would be nominated member of IQAC's executive Committee.


Resolution No.8

In the meeting it is resolved that the college would continue minimum two best practices with cooperation of all teaching and non-teaching staff.

The IQAC meeting is concluded with permission of the chairperson and coordinator proposes vote of thanks.


Coordinator, IQAC
Katahguri College

Coordinator, IQAC
Katahguri College


Chairperson/ Principal
IQAC, Katahguri College

Chairperson / Principal
IQAC, Katahguri College



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Date.....

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

Minutes of the Meeting

An executive meeting is held on 10-11-2018 at 2.00 PM in the teachers common room under the chairmanship of the principal.

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.

Name of Present Members

Designation

- | | |
|-------------------------------|-----------------------------|
| 1. Dr. Khairul Islam | Principal |
| 2. Sri. Khagendra Mehela | Member from Management |
| 3. Ikbal Bahar Chowdhury | IQAC, Coordinator |
| 4. Razzakul Al-Amin Fakir | Member |
| 5. Jakir Hussain | Member (From local Society) |
| 6. Ashrumoni Deka | Member |
| 7. Md. Shahidul Islam | Member |
| 8. Md. Faj Uddin Ahmed | Member |
| 9. Muzammil Hussain Khandaker | Member |
| 10. Ankita Moyee Borah | Member |
| 11. Niku Prava Devi | Member |
| 12. Rakib Ahmed Fakir | Asst. Coordinator |
| 13. Matibur Rahman | Member, Alumni |
| 14. Muzammil Hoque Chowdhory | Member (Employers) |



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Date.....

In the meeting the following resolution has been taken.

Resolution No. 1

The meeting decides that a conducive environment would be created in the college which will allow for a free exchange of ideas, thoughts among the teachers and students to achieve the expected educational goals by considering the physical, psychological, Social and cultural needs of all the students.

Resolution No. 2

In the meeting it is resolved that concern cell/ department would celebrate constitutional day, world health day and world AID'S Day.

Resolution No. 3

In the meeting it is resolved that every faculty members would take remedial classes . It would be arranged for those students who have temporarily fallen behind in their studies.

Resolution No. 4

In the meeting it is resolved that a room would be allotted for IQAC office.

After delivering a valuable speech by the president and thanking to all the members he concluded the meeting.

Coordinator, IQAC
Katahguri College
Coordinator, IQAC
Katahguri College

Chairperson/ Principal
IQAC, Katahguri College
Chairperson / Principal
IQAC, Katahguri College



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Date.....

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

Minutes of the Meeting

An executive meeting is held on 01-02-2019 at 2.00 PM at IQAC office under the chairmanship of the principal.

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.

Name of Present Members

Designation

- | | |
|---------------------------|---|
| 1. Dr. Khairul Islam | Principal |
| 2. Kamal Chandra Nath | Principal, Charaibahi College |
| 3. Miraj Ali Ahmed | Sr. Administrative officer (Principal, Katahguri
Com.Jr.College) |
| 4. Iqbal Bahar Chowdhury | Coordinator, IQAC |
| 5. Razzakul Al-Amin Fakir | Member |
| 6. Ashrumoni Deka | Member |
| 7. Md. Shahidul Islam | Member |
| 8. Md. Faj Uddin Ahmed | Member |
| 9. Rakib Ahmed Fakir | Asst. Coordinator |
| 10. Ankita Moyee Borah | Member |
| 11. Niku Prava Devi | Member |
| 12. Farid Ahmed | Member (Industrialist) |



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Ref:.....

Date:.....

In the meeting the following resolution unanimously has been taken.

Resolution No. 1

In the meeting a resolution has been taken that the village Adaptation Committee and other cell would generate different program like awareness program on literacy, health & hygiene, Sanitation, Safe drinking water, women empowerment, Career counseling, Social forestry etc.

Resolution No. 2

In the meeting it is discussed that faculty members would strengthen academic activities of students. They would conduct various programs competition, contests. All academic programs would done specially for the academic benefits of students.

Resolution No. 3

In the meeting it is resolved that college will celebrate college week, Mother's Day. Women's Day . These celebration will be organized by concern cells of IQAC,

Resolution No. 4

In the meeting a resolution is taken to organize a career counseling program by career counseling cell.

Resolution No. 5

In the meeting a resolution is taken to sign MoU's with different schools of Katahguri College adopted village Tuktuki. The Purpose of these MoU is to create an conducive environment where by students will be able to enhance their learning skills.



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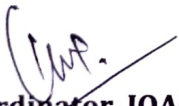
Website: <https://katahguricollege.org.in>


Date.....

Resolution No. 6

In the meeting a resolution is taken that Katahguri College will execute MoU with M/S- AF Industry (Stone Crusher) Morigaon, Assam to pronate students skill's.

After delivering a valuable speech by the president and thanking to all the member he concluded the meeting.


Coordinator, IQAC
Katahguri College
Coordinator, IQAC
Katahguri College


Chairperson/ Principal
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Date.....

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

Minutes of the Meeting

An executive meeting is held on 04-05-2019 at 2.00 PM at IQAC room under the chairmanship of the principal.

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.

Name of Present Members

Designation

- | | |
|--------------------------------|-----------------------------|
| 1. Dr. Khairul Islam | Principal |
| 2. Sri. Khagendra Mehela | Member from Management |
| 3. Ikbal Bahar Chowdhury | Coordinator, IQAC |
| 4. Razzakul Al-Amin Fakir | Member |
| 5. Jakir Hussain | Member (From local Society) |
| 6. Ashrumoni Deka | Member |
| 7. Md. Shahidul Islam | Member |
| 8. Md. Faij Uddin Ahmed | Member |
| 9. Rakib Ahmed Fakir | Asst. Coordinator |
| 10. Ankita Moyee Borah | Member |
| 11. Niku Prava Devi | Member |
| 12. Muzammil Hussain Khandaker | Member |
| 13. Shahidul Islam | Member (Stakeholders) |

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In the meeting the following resolution unanimously has been taken.

Resolution No. 1

In the meeting it is discussed that every faculty members will be allotted invigilator duty for final examination. It is also discussed that every faculty members will cooperate in final examination can be conducted smoothly.

Resolution No. 2

In the meeting it is discussed that Health care cell would conduct an Anti-Tobacco day to aware the students on the danger of using tobacco.

Resolution No. 3

In the meeting it is discussed that Internal complaints Committee would conduct an awareness program about the issues of gender equality among staff, students and other employees.

Resolution No. 4

It is resolved in the meeting that Scholarship Committee would organize an awareness program on various scholarship schemes given by Govt. of Assam and Govt. of India. As Scholarship helps students in their career achievement.

After delivering a valuable speech by the president and thanking to all the members he concluded the meeting.



Coordinator, IQAC
Katahguri College

Coordinator, IQAC
Katahguri College



Chairperson/ Principal
IQAC, Katahguri College

Chairperson / Principal
IQAC, Katahguri College