



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

Katahguri College

Tuktuki, Nagaon, Assam, PIN-782123

email: [iqackatahguricollege@gmail.com](mailto:iqackatahguricollege@gmail.com)/[katahguricollege@gmail.com](mailto:katahguricollege@gmail.com)

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

Date.....

## Executive Meeting of IQAC Katahguri College, Nagaon Date:16-11-2020

### Minutes of the Meeting

An executive meeting is held on 16-11-2020 at IQAC room under the chairmanship of principal Dr. Khairul Islam.

#### Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Purpose of the meeting.
- (3) Recitation of the earlier meeting and it's adaptation.
- (4) Discussion regarding class maintenance at post Covid-19 period.
- (5) Regarding celebration of Human Right day and constitution day.
- (6) Regarding reformation of IQAC, Executive Committee.

#### Name of Present Members

1. Dr. Khairul Islam
2. Kamal Chandra Nath
3. Sri. Khagendra Mehela
4. Jakir Hussain
5. Ikbal Bahar Chowdhury
6. Razzakul Al-Amin Fakir
7. Muzammil Hussain Khandaker
8. Md. Faj Uddin Ahmed
9. Md. Shahidul Islam
10. Niku Prava Devi
11. Muzammil Hoque Chowdhury
12. Ankita Moyee Borah
13. Sahidul Islam
14. Rakib Ahmed Fakir
15. Ashrumoni Deka

#### Designation

- Principal  
Principal, Charaibahi College  
Member from Management  
Member (From local Society)  
Coordinator, IQAC  
Member  
Member  
Member  
Member  
Member (Employers)  
Member  
Member ( Stakeholders)  
Member  
Member



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In the meeting the following resolution unanimously has been taken.

## **Resolution No. 1**

In the meeting it is discussed that college will follow Govt. of Assam SOP in conducting the classes at post Covid-19 period. Every faculty members and students maintain distance, wear mask and use sani-tizer before entering class.

## **Resolution No. 2**


In the meeting it is resolution to celebrate Constitution Day and Human Rights Day by Political Science Department. It would be celebrated maintaining Covid- Protocol.

## **Resolution No. 3**

In the meeting a resolution has been taken to reconstitute IQAC of Katahguri College After three years. It is also Unanimously resolved that no modification would be done in the body. Earlier body would be back after being reconstituted for three years.

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:17-02-2021

### Minutes of the Meeting

An executive meeting is held on 17-02-2021 at IQAC room under the chairmanship of principal Dr. Khairul Islam.

#### Agenda of meeting:-

- (1) Chairing by the Principal.
- (2) Purpose of the meeting.
- (3) Recitation of the earlier meeting and it's adaptation.
- (4) Regarding Career counseling program.
- (5) Regarding women day observation.
- (6) Regarding Departmental wall Magazine.
- (7) Regarding purchase of more reference books and Journal.
- (8) Regarding Organization of state level seminar.

#### Name of Present Members

#### Designation

- |                               |  |
|-------------------------------|--|
| 1. Dr. Khairul Islam          | Principal  |
| 2. Miraj Ali Ahmed            | Sr. Administrative officer (Principal, Katahguri Com.Jr.College) |
| 3. Ikbal Bahar Chowdhury      | Coordinator, IQAC  |
| 4. Razzakul Al-Amin Fakir     | Member   |
| 5. Motiur Rahman              | Member, Alumni   |
| 6. Muzammil Hussain Khandaker | Member   |
| 7. Md. Faij Uddin Ahmed       | Member   |
| 8. Md. Shahidul Islam         | Member   |
| 9. Matiur Rahman              | Member, Alumni   |
| 10. Niku Prava Devi           | Member   |
| 11. Ankita Moyee Borah        | Member   |
| 12. Rakib Ahmed Fakir         | Member   |
| 13. Ashrumoni Deka            | Member   |
| 14. 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 it is resolved that career counseling cell would organize career counseling program. In the program cell would provide relevant academic and career information to the enabled students.

## **Resolution No. 2**

In the meeting a resolution has been taken to celebrate women's day on 8<sup>th</sup> March 2021. It would be organized by women cell of IQAC.

## **Resolution No. 3**

In the meeting a resolution has been taken to prepare wall magazine by every department.

## **Resolution No. 4**

In the meeting a resolution has been taken to purchase more reference book, text book and journals for college library.

## **Resolution No. 5**

It is resolved that a state level seminar on "Innovation Teaching Methods and strategies" would be conducted by IQAC Katahguri College.

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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## Extended Meeting With Teaching & Non-Teaching (Virtual Meeting) Katahguri College, Nagaon Date:28-05-2021

### Minutes of the Meeting

An executive meeting is held with teaching staff and non-teaching staff on 28-05-2021 through online mode. The meeting is honourable Principal Dr. Khairul Islam

#### Agenda of meeting:-

- (1) Taking over the chair by the principal.
- (2) Explain the purpose of the meeting.
- (3) Regarding workshop on "Open Text Book Examination" (OTBE).
- (4) Regarding departmental seminar/ workshop.
- (5) Regarding vaccination for all staff and students.

#### Name of Present Members

#### Designation

1. Dr. Khairul Islam	Principal
2. Miraj Ali Ahmed	Principal, Katahguri Commerce Jr. College
3. Shamim Khanam	Asst. Professor
4. Ikbal Bahar Chowdhury	Coordinator, IQAC
5. Mainul Hoque Chowdhury	Sr. Asst.
6. Razzakul Al-Amin Fakir	Member
7. Anjarul Azam Fakir	Asst. Professor
8. Muzammil Hussain Khandaker	Member
9. Md. Faij Uddin Ahmed	Member
10. Md. Shahidul Islam	Member
11. Niku Prava Devi	Member
12. Ankita Moyee Borah	Member
13. Rakib Ahmed Fakir	Member
14. Ashrumoni Deka	Member
15. Baharul Islam	Asst. Professor
16. Motiur Rahman	Asst. Professor
17. Abul Kachem	Sr. Asst.
18. Abdus Satter	Asst. Professor
19. Ruhul Amin Ahmed	Asst. Professor
20. Sufia Khatun	Asst. Professor
21. Masuma Khatun	Asst. Professor
22. Reema Begum	Asst. Professor

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Date.....

In the meeting the following resolution unanimously has been taken.

## **Resolution No. 1**

In the meeting a resolution has been taken that IQAC, Katahguri College will conduct a workshop on Open Text Book Examination (OTBE) during this Covid-19 period for upcoming semester final examination.

## **Resolution No. 2**


A resolution has been taken that all department must conduct seminar/ workshop in the post Covid period.

## **Resolution No. 3**

In the meeting a resolution has been taken that all teaching/non-teaching staff and students do not delay in taking covid- vaccine.

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