

Minutes of IQAC meeting held on 22/12/2022

A meeting of IQAC with the members of IQAC, KCC has been convened on 22/12/2022 in principal's chamber at 12.30 p.m. To discuss the following agenda -

Agenda: ① To adopt village and organization of Anti-tobacco awareness programme.

The meeting was presided over by the Dr. Debendra Kr. Bisbaruah, Principal cum Chairman of IQAC, KCC. At the outset the coordination of IQAC Dr. Bisbaruah welcomed all the members to the meeting. In the meeting, the issues of village adoption and organization of anti-tobacco awareness programme has been discussed and made the following resolutions -

Resolution no. 1: The meeting resolved to ~~organize~~ adopt the Koibartya Suburi village ~~super~~ located the village located in Chamata by organizing a Anti-tobacco awareness programme under the sponsorship of IQAC, KCC in collaboration with District Tobacco Control Cell, District Health Society, Nalbari on 03/01/2023.

Bisbaruah was,


Principal
Kamrup College, Chamata

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata



1 IBAC Meeting: 19/05/2023

Todays on 19th May, 2023 a general meeting of IBAC was held at the Digital Conference Hall at 10.30 AM. The meeting was presided over by the Principal and Secretary of IBAC Dr. D. K. Barbaruah Sir. It started with a welcome address by the coordinator of IBAC. At the outset coordinator read out the resolutions adopted in the earlier meeting. After discussion, the meeting unanimously adopted the following resolutions —

1st Resolution: The meeting resolved to form all the relevant committees of IBAC by dissolving the earlier committees. Accordingly, the following committees were formed with the members mentioned —

2nd Resolution: The meeting resolved to assign Dr. Himangshu Bora the duty of Assistant coordinator of IBAC.

3rd Resolution: The meeting resolved to appoint the following teachers as convenors of the committees related to the 7 criterians —

1. Curricular aspects . . . : Dr. B. Karkanti
2. Teaching learning and Eva. . . . : Dr. Ritamoni Das
3. Research, Innovation : Dr. Nabendu Kr. Das
4. Infrastructure : Dr. Sanjib Kr. Goswami
5. Student Support . . . : Dr. Dhruvrajyoti Nath



6. Governance

→ S. Talukder

7. Institutional Values and Best Practices → Dr. Tapan K. Karigar

Research and Development Cell : Chairmen : Principal
convenor : Dr. K. Chaudhury

Sub Committees (5 nos)

i. Finance and Infrastructure :

convenor : Lohit Talukder

ii. Research Programme and Policy Development
convenor : Dr. P. Chetia

iii. Collaboration and Community :
convenor : Dr. Bhaskar Deka

iv. Product Development, monitoring and
commercialisation
convenor : ~~Dr. Pintu Berman~~ Dr. Pintu Berman

v. IPR :

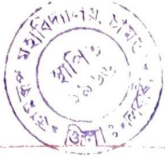
convenor : ~~Dr. Himanshu Bose~~ Dr. Himanshu Bose

Other Committee :

i. Placement Facilitation and Guidance cell
convenor — Nipu K. Das



- ii. Information and career Guidance cell:
convenor: Dr. Lachit Boree
- iii. community extension and consultancy:
convenor: Pilib Sumer
- iv. yoga and health care committee:
convenor: Bhagya Sumer
- v. Sports Development
convenor: Madhukar G. Basumaty
- vi. Cultural Development
convenor: Subodh, kr. M. Bhagwati
- vii. Grievance Redressal (Employees)
convenor: Renee Saloi
- viii. (Student) Grievance Redressal
convenor: Jiten Boro
- ix. Innovation
convenor: Barsha ^{Rani} Baner



4th Resolution: The meeting resolved to continue the college bulletin 'Mirror' with the following committee —

Convenor — Dr. S. K. Goswami

5th Resolution: The meeting resolved to publish a research book to be published by Economic Forum in association with IGAC.

6th Resolution: The meeting resolved to get ready for Academic Audit to be conducted by the appropriate authority ~~and~~.

7th Resolution: The meeting discussed about the donation of Dr. Bhakendran Pathak for the construction of Teacher's Unit Room and resolved to start the process of construction of the Unit on conference room.

8th Resolution: The meeting resolved to renovate the college gate with the financial support proposed by the Alumni (1989 Batch)

9th Resolution: The meeting unanimously resolved to open the add on course by the dept. of Physics on Circuit Designing and repairing and computer programming.



Resolutions of
Joint Meeting of IQAC with Teaching & Non-Teaching
Staff of Kamrup College, Chameta

Date: 28-12-2023.

Venue: Digital Class Room

Resolution No. 1:

The meeting resolved to complete the Academic and Administrative Audit positively by February 2024.

Resolution No. 2.

All the departmental profiles of the college need to be updated in the college website portal within February 2024. Also the hard copy of the departmental profile ~~are~~ ^{is} to be submitted to IQAC office.

Resolution No. 3.

The meeting resolved to organize the Alumni-Students meet by the departments of Arts Stream of the College. Also, each department is desired to seek their respective Alumni contribution as a token for the department.

Resolution No. 4.

The meeting resolved to initiate the development of the Auditorium before the NAAC inspection with the grant that had already been released for the purpose. Moreover, playground, parking space, basketball court also need attention for the development at the earliest.


Principal
Chameta

Resolution No. 5



The meeting resolved to go for more collaborations with other colleges, universities, NGOs etc. More number of ~~MO~~ MoUs, Student-Teacher exchange programs etc. are required. ~~by~~ from all the departments.

Resolution No. 6

The meeting resolved to update all the Individual profile, evaluation report, academic and administrative profile etc. both in online and offline mode. The work for the updation must commence immediately after Bihu in this January 2024. The work must be completed by 31st January 2024.

Resolution No. 7

The meeting resolved to initiate the installation of Solar panel set up, vermi-composting and rain-water harvesting in the college campus. Also the renovation of the weak college infrastructure must be initiated immediately.

Resolution No. 8

The meeting resolved to maintain the record of all the online class and talk series in a systematic and proper way.



Resolution No. 9.

The meeting resolved to keep and maintain the proper documentation of all the research publications, extension activities, collaborations, awards received by students or teachers, ~~the~~ the profile of ex-students, seminar/conference/workshops attended or organised etc. separately by each and every departments.

Resolution No. 10

The meeting resolved to seek and arrange the financial allotment required for the smooth running of departmental activities.

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

Accepted

17.2.24

Principal
Kamrup College, Chamata



Resolution No. 9.

The meeting resolved to keep and maintain the proper documentation of all the research publications, extension activities, collaborations, awards received by students or teachers, ~~the~~ the profile of ex-students, seminar/conference/workshops attended or organised etc. separately by each and every departments.

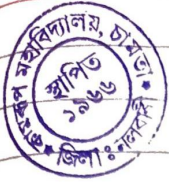
Resolution No. 10

The meeting resolved to seek and arrange the financial allotment required for the smooth running of departmental activities.


Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

Accepted

17.2.24
Principal
Kamrup College, Chamata



IQAC Meeting

Criteria - 7 : Institutional Value & Best Practices

Venue : IQAC Room

Date : 10-02-2024

Today on 10-02-2024 a meeting of IQAC with the convenor of Criteria-7 (Institutional Value & Best Practices) with members held at IQAC Room to discuss issues regarding criteria-7 of SSR. The convenor of Criteria-7 welcome all the members present in the IQAC meeting and after discussion the following resolutions are unanimously resolved -

Resolution No. - 1 : The meeting resolved to organize more programmes on values, duties & responsibility with students.

Resolution No. - 2 : The meeting fixed to pressurise the installation of ~~Wheeling~~ to grid, sensor based energy conservation bulbs, ramps etc. for the greater interest of students.

The meeting was ended with the vote of thanks offered by the convenor (Criteria No. 7).

Members Present

Signature

1. Dr. Japankar Kashyap

[Signature]

2. Mr. Nipu Kr. Das

[Signature]

3. Mr. Tilak Sarma

4. Mr. Madhukar G. B.

5. Dr. Sumi Kalita

[Signature]

[Signature]

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

[Signature]
Principal
Kamrup College, Chamata



Joint Meeting of IQAC with all the Faculties,

Librarian and Non-Teaching Staff held on 17-02-2024

Minutes of the meeting of the IQAC held at Kamrup College, on 17-02-2024. Venue: Digital classroom. Time: 11:00 a.m.

The meeting was presided over by the chairman of IQAC, Dr. D.K. Boraharua and after the discussion different issues

Resolution No. 1. Following resolutions are unanimously taken

The meeting resolved to adopt existing model or old model for the upcoming assessment and accreditation of the Kamrup College, Chamata.

Resolution No. 2.

All the departmental and individual profiles of the college need to be updated in the college website portal. ~~within~~ Also the hard copies of all these profiles are to be submitted to IQAC office.

Resolution No. 3.

The meeting resolved to update or upload all the departmental and self profiles in the SAMARTH portal, as per the direction of the DHE, within the deadline of 1 week. Also the hard copies of all these documents are to be submitted at IQAC office.

Resolution No. 4.

The meeting resolved to conduct Academic and Administrative Audit (AAA) on 20th February 2024 at Kamrup College, Chamata. Therefore all the departments and office need to be prepared with the presentations for AAA and all the staff members of the college must be present for the meeting at the campus on 20th Feb. positively.



Resolution No. 5.

The meeting resolved to clean the whole college campus before 20th Feb. 2024. for the AAA to be conducted on this date.

Resolution No. 6.

The meeting resolved to give importance on SSR and IQA drafting for the accreditation as the college will adopt old model for the NAAC assessment.

Resolution No. 7.

The meeting resolved to prepare the proper budget required for the cost to be incurred for different categories.

Resolution No. 8.

The meeting resolved to arrange for the manpower required only for typing related to NAAC assessment.

Resolution No. 9.

The meeting resolved to approach the local MP officially, at least, before election and then to lay a foundation stone.

Resolution No. 10



The meeting resolved to select the officer-in-charge for the RTI (Right To Information). The meeting selected Mrs. Deepika Barman as the officer-in-charge for the RTI with effect from 2024. The officer-in-charge for the RTI before 2024 needs to be finalized sooner.

Resolution No. 11

The meeting resolved to revive ^{the} NSS through college funding. Also the budget required to prepare all the banners are to be incurred by the college through college funding.

Resolution No. 12

Mr. Himanshu Bora, Department of Physics, is strictly entrusted as ^{to oversee the} ~~an overall~~ ^{SAMARTH Portal} coordinator to monitor SAMARTH portal.

Resolution No. 13

Google workspace, the extension for the official website of the Kamrup College, Chamata like ".ac.in" or ".edu.in" are to be purchased with proper documentations. Also the college based extension of email id of all the employees of the college as an official email id is required.



Resolution No. 14

The process to publish college bulletin "MIRROR" must be initiated immediately for the last 5 years. The meeting resolved to publish 5 copies each for the last 5 years; but for the last year, more than 5 copies are to be published. The meeting finalised the following members as the ^{editorial} board members for "MIRROR" bulleting of different sessions :-

Editorial Board Members	Session.
Dr. Biswajit Das, Dr. Rekha Kalita	2018-19
Dr. Jumi Kalita, Sri Runu Saloi	2020-21
Dr. Dhoubajyoti Nath, Dr. Ikhter Ali Ahmed	2021-22
Dr. Kabita Choudhury, Sri. Dipika Barman	2022-23
Dr. Nabendu Deb, Rimpa Lahkar, Nitamani Deka.	} 2023-24.

Resolution No. 15

The meeting resolved to display all the ^{certificates} ~~receipts~~ of the conferences and workshops.

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

Accepted
18/4/24

Principal
Kamrup College, Chamata

IQAC Meeting with convenor & Team
Criteria-5 : Students Support & Progression



Venue: IQAC Room

Date: 01-03-2024

Time: 12:30 pm

Minutes of IQAC meeting held on 01-03-2024

Agenda: (1) Preparation of SSR draft in criteria-5
(Student Support & Progression)

Member present:-

- ① Dr. Dhrubajyoti Nath, Convenor
- ② Dr. Bhaskar Deka
- ③ Md. Abdur Rouf. *Rouf*
- ④ Darathi Dewri
- ⑤ Dr. Jiten Baro

Today on 01-03-2024 a meeting of IQAC with the convenor (Criteria-5) & members held at IQAC office at 12:30 pm. to discuss in detail regarding the preparation of SSR draft (Criteria-5). The meeting was convened by the convenor of Criteria-5 and after detail discussion following resolutions are resolved unanimously -

- ① The meeting resolved to collect desired data for criteria-5 for timely submission of SSR for NAAC visit.
- ② It was resolved to collect certificates of employed students passed out from Kamrup College for preparing pdf. doc. under metric no. 5.2.1. &



[Signature]
Kamrup College, Chamata

[Signature]
Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata



IQAC meeting
Criteria 3: Research, Innovations & Extension
Venue: IQAC office
Date: 05/03/2024 Time: 1:00 pm.

Agenda: (1) Preparation of NAAC SSR (Draft) in Criteria 3:
[Research, Innovation and Extension].

Today on 5/3/24, a meeting of IQAC with the convener of criteria-3 and its members was held at IQAC office to plan the preparation of SSR (Draft) of Criteria 3 in detail. The meeting was convened by the convener of Criteria 3 by welcoming all the members present in the meeting and after discussions in detail, the following resolutions were unanimously made:-

- (1) Resolution No. 1:- The meeting resolved to distribute the sub-criterias among the members for which they will collect the data from the college repositories and office files or magazines etc., wherever is found.
- (2) Resolution No. 2:- Following the completion of the first resolution, the format prescribed for the SSR (draft), for those ~~exi~~ sub-criteria which could not meet the requirement, will be prepared both hard & soft copies & circulated in different departments for the collection of more data.

Members present (with signature)

- | | |
|-----------------------|--|
| 1) Nabendu Deb | |
| 2) Deepshikha Barman | |
| 3) Barchha Rani Bora | |
| 4) Lakshit | |
| 5) Hemanshu Bora | |
| 6) Binod Ch. Talukdar | |
| 7) Anurajit Das | |

Principal
Kamrup College, Chamata

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamata

IQAC Meeting

CRITERIA - I : CURRICULAR ASPECTS

Venue : IQAC Room

Date : 07/03/2024



Agenda: Preparation of NAAC SSR (Draft) in Criteria 1.

Today on 7th March, 2024 a meeting of IQAC held in Chairmanship of IQAC Co-ordinator at IQAC Room to plan about the preparation of SSR (draft) - CRITERIA-1.

Resol. Signature of the members (Criteria-1)

- 1.
2. Blabem kakali
3. Tarangini Das
4. Pintu Barman
5. Bhaskar Beka
6. Nayan Das.
- 7.

Resolution No 1: The meeting decide to distribute the Sub-criteria's among the members. Members are allowed to collect related details from the office and departments.

Principal
Kamrup College, Chamara

Coordinator
Internal Quality Assurance Cell
Kamrup College, Chamara



Joint Meeting of IQAC with faculties,
Librarian & Non-Teaching staff
Kamrup College, Chamata

Venue: Hall-1

Date: 18/04/2024.

Chairman: Dr. Debendra Kumar Bezbaruah

Co-ordinator: Dr. Biswajit Das

The meeting of IQAC with faculties, librarian & non-teaching staff was held on 18-04-2024 at Hall-1. The meeting

~~Resolution No. 1 resolved the following resolution unanimously —~~

~~The meeting resolved to adopt old model of NAAC assessment, and to be conducted very soon.~~

Resolution No. 2.

All the criterias assigned to various coordinators for SSR (Draft) are to be submitted very soon, preferably ^{by} 1 week, following which next step will be taken. After 1 week (next Thursday) another meeting will be convened to plan the next course of action.

Resolution No. 2.

The meeting resolved to finalised the old or new model for upcoming NAAC assessment within 1 week depending on the availability of the data collected for this assessment. The convenors of some criteria fails to submit required data for preparing SSR (Draft) in time therefore it was resolved to submit data within one week i.e., by April-24, 2024.



IQAC Meeting on

Criteria-2 (Teaching Learning & Evaluation) and
Criteria-4 (Infrastructure & Learning Resources)

Date: 20/05/2024

Venue: IQAC Room

Chairman: Dr. D. K. Beheraiah (IQAC)

Members Presents in the meeting:

- | | |
|---|--|
| 1. <u>Dr. D. K. Beheraiah</u> | 8. <u>Shahen Ali Ahmed</u> |
| 2. <u>Dr. D. K. Beheraiah</u> | 9. <u>Nita mani Deka. (Criteria 4)</u> |
| 3. <u>Dr. D. K. Beheraiah</u> (Convenor criteria-2) | 10. <u>Nabendu Deb (Criteria-4)</u> |
| 4. <u>Dr. Sakai</u> | 11. <u>Padmaja Chetia (Criteria-2)</u> |
| 5. <u>Dr. Lokit Talukder</u> | 12. <u>Balmoch Ch. Talukder, 14/4</u> |
| 6. <u>Pintu Barman</u> | 13. _____ |
| 7. <u>Sujan Kalita</u> | 14. _____ |

Today on 20-05-2024 an IQAC meeting was convened by Convenors of Criteria-2 & 4 and following resolutions are taken unanimously -

1. Resolutions ⇒ The meeting resolved to complete the draft of (SSR) for criteria-2 by assigning different key indicators to undermentioned faculties -

Key indicator - 2.1 : 2.1.1, 2.1.2 by Dr. Sujan Kalita

- 2.2 : ~~2.2.1~~, 2.2.2, by Dr. Sujan Kalita &
Dr. Pintu Barman

- 2.3 : 2.3.1, 2.3.2, 2.3.3 by Mr. Nipukh Das

- 2.4 : 2.4.1, by Mr. Rajib Sarma

2.4.2 & 2.4.3 by Dr. Sujan Kalita &
Dr. Pintu Barman

→ 2.5 : 2.5.1 & 2.5.2 by Dr. P. Chetia

2.6 : 2.6.1, 2.6.2 by Dr. B. Kakati

2.6.3 by Mr. Rajib Sarma

2.7 : 2.7.1 by Mr. Nipukh Das

Principal
Karmur College, Chameta

2. Resolution ⇒ The meeting also discussed in detail about Criteria-4, ^{PM} by Chairman Mr. Lokit Talukder. assigned the members to different faculties to the members to prepare the SSR (draft) for NAAC visit.



IGAC Meeting with Teaching & Non-Teaching Staff

Date: 27-05-2024

Chairman: Dr. D. K. Bebaruah

Venue: Hall-1.

AGENDA: 1. Discussion regarding accreditation by NAAC

After the discussion by faculties & non-teaching staffs the following resolutions are taken unanimously -
Resolution No. 1:

The meeting decided to accreditate Kamrup College by NAAC through the existing system of NAAC. The meeting fine proposed to invite NAAC by Nov./Dec. 2024 with full support from entire college staff. It was also resolved that the neither ^{the} convenor (IGAC) / chairman (IGAC) or staff of Kamrup college is responsible if the NAAC accredited Grade comes down from previous Grade, where all the college fraternity equally responsible for good / bad NAAC grade / results.

Members Present in the meeting:

1.

2. ~~Dr. D. K. Bebaruah~~ ^{Dr. D. K. Bebaruah}

3. ~~Dr. D. K. Bebaruah~~

4. ~~Dr. D. K. Bebaruah~~

5. ~~Dr. D. K. Bebaruah~~

6. ~~Dr. D. K. Bebaruah~~

7. ~~Dr. D. K. Bebaruah~~

8. ~~Dr. D. K. Bebaruah~~

9. ~~Dr. D. K. Bebaruah~~

10. ~~Dr. D. K. Bebaruah~~

11. ~~Dr. D. K. Bebaruah~~

12. Jiten Baro.

13. Abdul Goni

14. Himanshu Bara

15. Sarathi Das

16. Jangim Das

17. Saigy Das

18. Chayanika Rabla

19. Bashe Rani Bara.

20. Nabendu Debi

21. Kalita Choudhury

22. Ruma Salai

23. BDD 27/5/24.

Principal
Kamrup College Graduate

IOAC Meeting with
Teaching & Non-Teaching Staff

Date: 19-06-2024



Venue: Digital Class Room

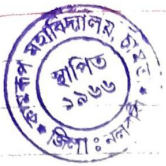
Chairman: Dr. Debendra Ks. Barbaruah

Agenda: (1) Final decision regarding NAAC
due to indeterminancy decision of chairman
of IOAC.

(2) Others

No. 1 Resolutions: The meeting discussed the merits & demerits of NAAC- Existing & Binary system of Accreditation and unanimously resolved to submit IIA for NAAC as per existing system of accreditation. As per the direction of Chairman of IOAC & staff members present in the meeting it was decided to submit IIA before 30th June, 2024.


Principal
Kamrup College, Chamara



IQAC Meeting on Progress of SSR

Date: 17-07-2024

Venue: IQAC

Time: 11:00 a.m.

A meeting of IQAC with all the criteria convenors are held on 17th July, 2024 at IQAC with the chairmanship of IQAC chair Principal - Dr. Debendra Kr. Bezbaruah. The resolutions of the meeting are as follows -

- ① The non-submission of criteria matrices by criteria convenor-3, 4 & 5 was discussed seriously and immediate notice has been issued to remind them again to submit within 20-07-2024 without fail.
- ② The meeting resolved to submit SSR to NAAC within stipulated time frame and all kind of support will be provided to the convenors.

Members Present in the Meeting:

- 1.
- 2.
3. Phukan Rakul
4. Mahanta
5. (Gopin kr Das)
6. Shreeharajyoti Nanda
7. Jumi Kalita

Principal
Kamrup College, Chamara

Agenda = Discussion of Infrastructure and Learning Resources.

Date: - 07-08-2024

Venue: - IGAC Room. Time: - 2-30 P.M.

A meeting regarding preparation of NAAC self-study Report (SSR) in the criterion of Infrastructure Learning and Resources with held on under the chairmanship of Dr. Bhabendra Nath Pathak. After discussion following resolutions are as follows →



- 1) A
- 2) Dr. Bhabendra Nath Pathak (President, G.D. College)
- 3) Kalita Choudhury 7/8/24
- 4) Binod Ch. Talukder.
- 5) Jkhter Ali Ahmed.
- 6) Bhagawan Sarma.
- 7) Lehit Talukder 7/8/24
- 8)

Resolution No: - 1. As per discussion of the meeting the Girls Hostel i.e. Ground Floor & 1st Floor should be shared. ^(i.e. science, Maths, & English) all departments and 2nd Floor are reserved for Girls Hostel.

Chhatrapati
7/8/24

The meeting resolved to show the ground floor of G.H. with dept. viz., Arabic, Mathematics & Sanskrit. Similarly, in the 1st floor, the newly granted science stream all dept. with Lab has used for the academic purpose. The 2nd floor has been used for G.H. in the Building.

Principal
Kanyasulkam College, Chhatrapati



IQAC

MEETING REGARDING SSS

DATE: 20/08/2024.

Venue: IQAC, Time: 11:00 a.m.

A meeting has been convened by IQAC on 20/08/2024 to complete SSS of NAAC-SSR process. The meeting unanimously undertakes the following resolutions -

- ① The meeting decided to organise SSS awareness Programme for students of B.A. Sem-III & Sem-IV on 22/08/2024 or as per convenience of College.
- ② The meeting discussed the availability of infrastructural facilities in each dept. and found non-availability of almirah, therefore it was decided to provide one almirah to each dept. library.
- ③ The meeting decided to issue notice for each dept. along with SSS formate in assamese language to make aware by all the dept. to their concerned students to submit SSS in proper time for NAAC.

Members Present:

Name/Signature

- | | |
|--------------------------------|-----------------------------|
| ① Kalita Chandhury 20/8/24 | 11. Jyoti Rani Das 20/08/24 |
| ② | 12. Padmaja Chetia 20/08/24 |
| ③ Dr. Ritamani Das | 13. Sujan Kalita 20/08/24 |
| ④ Tarangini Das 20/8/24 | 14. Babun Rukh 20/8/24 |
| ⑤ Deepshikha Barman 20/08/2024 | 15. Rajlakshmi Kalita |
| ⑥ Jagan K. Nathyer 20/08/24 | 16. Binwel Ch. Talukder |
| ⑦ Meddel Goni | |
| ⑧ Akhela Ali Ahmed 20/08/24 | |
| ⑨ Nipu Kumar Das | |
| ⑩ Lehit Talukder 20/8/24 | |


Principal
Kamrup College, Chamata