

Date :- 28/02/17 Institution Track ID :- ASCO9N1168

Meeting of IQAC, CKB College, Teek

### Agenda of the Meeting

1. Submission of AQAR 2015-2016 to NAAC
2. Academic Discussions
3. Any other matter related with IQAC

### Signatures :-

1. ~~B. S. Das~~ (Dr. Bijoy Krishna Prasad), Chairman IQAC
2. Mr (Dr. Rajit Rajiv Saikia) Co-ordinator, IQAC
3. (Moguri Chetiga) Chetiga
4. ~~Kanishk~~ (Debananda Boruah)
5. ~~Phan~~ (Jinkunoni Phukan)
6. ~~S.~~ (Deepajali Boruah) 28/2/17
7. Binoykrish Rajkhowa
8. Ronju Bui 28.02.17.
9. NoserdoanKath Saikia, 28.02.17

The following decisions are taken in the meeting :-

- 1) AQAR period will be fixed as January 2016 to December 2016
- 2) Department of History will submit a seminar proposal to ICSR
- 3) Reach Activities of the faculty members will have to be increased
- 4) Classes should be given top most priority. In the absence of any faculty classes should be managed by the HOD of the concerned Departments.
- 5) Reputation of the Departments should be built.

approved  
B. S. Das

Date:- 1/9/17

Meeting of IQAC, CKB College, Tekk

### Agenda

1. Assessment for Best Department Award 2017
2. Any other

### Signatures :-

- 1) Binoy Krishna Pachau
- 2) Sujit Kumar Saikia
- 3) Subashanta Boruah
- 4) Binoy broto Rajkhowa 01/09/17
- 5) Deepajali Goswami 01/09/17
- 6) Mohuri Chetiga 1/9/17
- 7) Jintumoni Phukan 1/9/17
- 8) Ronji Rani 1.9.17
- 9) Giban Boruah 1.9.17
10. Narendranath Saikia. 01.09.2017
- 11.
- 12.

The following decisions have been taken in the meeting

1. The performa for the selection of the Best Department Award have been approved. The Assessment year for this purpose will be 2016-2017 (August 16 - ~~July~~ to 31st July 2017). The annual reports submitted by the departments will be considered for the selection of the Best Department Award.

2. The Feedbacks and follow up actions have been discussed on the meeting.

3. Minimum 14 classes should be allotted to all faculty members including Non-Sanctioned faculty members.

4. Group Discussions and seminars will have to be conducted by the departments.

5. From the next session Best Teacher Award will be given.

6. Best Male Student, Best Female Student, Best Department Award will be given annually and the Best Department will be awarded Rs 5,000/-

adopted  
B. Pachau.  
23/11/2018.

Date:- 23/01/18

Meeting of IQAC, CKB College, Tekk

Agenda:-

1. Introduction of new classes for Co-curricular Activities
2. Inclusion of Professional Courses amongst the regular students.
3. Scrutiny of various cells of the college.
4. Extension Activities observation
5. Any Other
6. confirmation of the last proceeding.

Signatures:-

1. Bhalan (Bijoy Krishna Pachani) Principal.
2. Jitendra Kumar Sahu 23.01.18.
3. Narendranath Saikda, 23.01.18
4. Mogyuri Cheliga 23/01/18
5. Ranji Devi 23/01/18.
6. Debaraj Boruah (23/01/18)
7. Binoybrot Rajkora 23/01
8. Jintumon Phukan 23/01/18
9. Jiban Boruah 23/01/2018

Proceeding:-

Under the Chairmanship of the Principal Dr. Bijoy Krishna Pachani an IQAC meeting is held today on 23-01-18 at the office of the IQAC. Following decisions are taken in the meeting

1) The last Saturday of each month will set apart for holding some co-curricular activities and students will be provided opportunities to be trained in co-curricular activities through specialised persons/resource persons. The duration of each event will be for two hours. No teacher will avail leave on this day. The co-curricular activities will incorporate all the events/programmes which are the part of cultural activities competitions of Dibrugarh University Inter College Youth Festival. Students would be provided opportunities to be trained up in athletics on daily basis. The programmes of each events will be supervised, managed under the guidance of some coordinators which will be appointed by IQAC.

2) The awardees representing the college in youth festival will be felicitated on college establishment day celebration ceremony.

3. Professional courses will be offered for the regular degree students of B.A./B.Com 3<sup>rd</sup> to 6<sup>th</sup> semester. The course will include electrician course and computer hardware and DTP operator course. The college has<sup>th</sup> collaboration with Prince of Wales Institute, Jorhat for Electrician course. The course fee will be Rs 1500/- (Rupees one thousand five hundred only) per semester. Computer Hardware and DTP Operator Course will be offered for 5<sup>th</sup> and 6<sup>th</sup> semester students and a student has to pay Rs. 1000/- (Rupees one thousand only) per month as course fee. The certificate courses which are going on at present will remain as usual. The PGDCA course will be opened only for the graduates.

4. The various cells/clubs of the college are asked to increase their activities. Medical Cell has to organise Health Check up Camp. Literary Club has to submit the report of their activities. Red Ribbon Club has to organise blood donation camp on or before 10<sup>th</sup> February 2018. The club has also to submit the reports of the activities performed on World Aids Day. The Personality Development Cell is asked to organise a personality development programme by 18<sup>th</sup> February 2018. The department of Economics has to conduct a socio-economic survey in three villages by March 2018.

5.) Women Cell and Disaster Management Cell has to submit their reports of the activities performed by them and they are asked to submit the same to the office of the IQAC. Women Cell is asked to organise a Skill Development Programme in the adopted village. Res. Club is asked to submit its green census report to IQAC.

6.) Income generated activities have to be extended.

7.) A Land Utilization Committee has been formed today with the following members.

1. Dr. Bijoy Krishna Pachani - Chairperson
2. Dr. Ranjit Ranjan Saikia - Convener
3. Nonendra Nath Saikia - Member
4. Mamoni Gogoi Baruah - Member
5. Dr. Binoy Borot Rajkhowa - Member

6. Jibon Baruah - Member

7. Jintu Rajkhowa - Member

8. Keshab Hazarika - Member

The Committee will plan the activities i.e. fishery construction, animal husbandary.

adopted  
Bhadrachari -  
11/5/2018.

DATE:- 11/05/2018

## Joint Meeting of IQAC & ISMC

### Agenda:-

1. Confirmation of last proceeding
2. Preparation of Prospectus for the academic session 2018-19 and formation of Prospectus Committee.
3. Functions of Prospectus Committee.
4. Preparation of Class Routine for the academic session 2018-19
5. Commencement of Semester and Higher Secondary classes.
6. Discussion on proposed workshop on ICT.
7. Discussion on Part-time Faculty members.
8. Any other.

### Signature:

1. Bijoy Krishna Pachani.

2.

3. Dr. Gokul Bordoloi.

4. Narendranath Saikia, 11-5-2018

5. Arup Kr. Borah, 11.05.2018.

6. Ritajali Saikia, 11/5/18

7. Yasmin Khan 11/5/18

8. Ranju Devi 11/5/18.

9. Rubi Nath 11/5/18

10. Jintoo Lajthoua 11/5/18

11. Debansu Boruah (11/05/2018)

12. Binoykrish Rajkhowa 11/05/18

13. Jibam Boruah 11/05/18

14. Akh Chandra Devi 11.5.18

14. Pranab B. Saikia 11.5.18.

### Proceeding:-

Today on 11-05-2018 a joint meeting of IQAC and ISMC held at Golden Jubilee Hall. The meeting was chaired by the Principal Dr. Bijoy Krishna Pachani. After discussion on the proceeding of the last meeting Dr. Akon Ch. Saikia and Mr. Gokul Bordoloi delivered their speech. In his speech Dr. Akon Ch. Saikia suggested to introduce more non conventional courses and to use the unutilised land of the college.

Gokul Bordoloi considered our college as one of the leading colleges of Assam and suggested for introducing training programmes to guide the students to appear in competitive examinations.

The Chairperson Dr. Bijoy Krishna Pachari instructed the Women Cell of the college to organise the Skill Development Programmes in the adopted village of the college that it had previously committed to conduct.

In the meeting, the Prospectus Committee for the session 2018-19 has been formed under the membership of the following persons.

Mr. Nonendra Nath Saikia - Chairperson

Dr. Binay Prat Rajkhowa - Convenor

Mr. Robin Saikia - Member

Mr. Jintumoni Phukan - Member

Mr. Jibon Baruah - Member

Mr. Junti Baruah - Member

Mrs. Archana Konwar - Member

A decision has been taken to print 1,000 (One thousand) prospectus for the coming session.

The IQAC will do class allotment on the basis of the suggestions received from HODs. The HODs can not change the class allotment in between.

The commencement of H.S. 2<sup>nd</sup> year classes and classes of BA/Bcom 3<sup>rd</sup> and 5<sup>th</sup> Sem will be from 1<sup>st</sup> June 2018.

The IQAC is asked to submit the marksheets of H.S. 1<sup>st</sup> year on or before 15/5/18 by the HODs

A one day workshop will be organised by the IQAC on use of ICT within June 2018.

The Department of History and Sociology will have two contractual teachers each while a contractual teacher would be appointed in the Department of Political Science for the upcoming session 2018-19.

The Day System Routine prevailed in the last session will also be prevailed in the upcoming session.

The Routine Break previously introduced in the class Routine of the Department of Commerce will be abolished

in the coming session.

The chairperson <sup>requested</sup> asked the teachers to express their experiences in visiting the students' houses. Answering to the questions the teachers expressed that most of the students are from very poor economic background and their parents cannot even provide the minimum support for their studies. Some teachers also mentioned that addiction to use of mobiles is a significant problem as stated by parents which tremendously affects in their achievements.

The chairperson expressed his initiative towards utilization of unused land. He expressed his willingness to introduce a technical school. He said that the proposal has already been sent to Regional Director of concerned department. He also expressed his willingness to construct a road surrounding the boundary of the college.

adopted  
and passed  
Bachar.