

DATE:- 23/08/18

IQAC Meeting

Agenda :-

- 1) Confirmation of last Proceeding
- 2) Discussion on Best Department Award for The session 2017-18
- 3) Discussion on Best Teacher Award for the session 2017-18
- 4) Discussion on Research Activities among The faculty members
- 5) Discussion on the progress of The activities of various Criteria.
- 6) Any other

Signatures :-

1. Bijoy Krishna Pachari

2. Jintoo Dillhosa

3. Debamata Boruah

4. Bikash Das

5. Deepanjali Goswami

6. Jiban Boruah

7. Jintamani Phukan

8. Jynti Boruah

9. Pranab Kumar

10. Ritanjali Saikia

11. Romi Devi

12. Narendra Nath Saikia, 23/08/2018

13. ~~Pratik~~ (Robin Saikia)

14. Moyuri Chetipa 23/08/18

15. Rajit Das Saikia 23/08/18

16. Binoy Das Rajkhowa 23/8/18

Proceeding :-

Today on 23/08/18 a meeting of IQAC held at the office of the IQAC C.K.B. College, Teok and the meeting was chaired by Dr. Bijoy Krishna Pachari, Principal, C.K.B. College, Teok. The proceeding of the last meeting of the IQAC held on 11/05/18 approved in the meeting. The chairperson requested to conduct the socio-economic

survey at the adopted village Ghorachunwa Nahi Gaon in the next September-October, 2018.

The assessment of the Best Department Award 2018 and the format for the assessment of the Best Department Award has been approved in the meeting.

The Coordinator of the IQAC Dr. Ranjit Ranjan Sarkia said that the extension activities outside the college will be increased and a workshop on the use of ICT will be organized in the month of September 2018.

In the meeting the issue of best Teacher award was discussed and decision was taken to select one Teacher as best Teacher and rest two teachers will be awarded consolation prize. The best department award and best teacher award will be given in the College establishment Day i.e. 5th September 2018.

In today's meeting discussion was held on research activities of the college. The Principal expressed his views and said that the research activities of the college is not satisfactory and he requested to increase the research activities.

The Co-ordinator of IQAC Dr. Ranjit Ranjan Sarkia said that the Department of Education has not submitted its survey report and a notice has been issued to the department

The Principal also requested IQAC to send instructions to the departments to increase research activities individually or collectively by the faculty members of the college.

The Principal requested the convenors to prepare their suggestions as well as the steps for their concerned criteria. He also stressed to take some measures to improve teaching learning materials and to observe the feedback of the students.

The Principal requested the convenor of Research Consultancy and Extension to organise seminars, workshops and to provide guidance to teachers in regard to research and requested to submit a report by 25/09/18

The Principal requested the convenor of student support to submit the plan in regard to student progression. He also requested the convenor of Performance, Leadership and Management to take steps regarding

better governance i.e. discipline, maintenance. Students should also be developed with leadership quality where the criteria needs to support.

The Principal requested the convenor of Innovations and Best Practices to write the messages of renowned personalities on daily basis and to write the thought of the day in the college.

In today's meeting a decision has been taken to publish a peer reviewed book from the college and the IQAC will form a Research committee for it. The college will provide Rs 20,000/- (Rupees twenty thousand only) for the book and all the faculty members will contribute Rs. 500/- (Rupees five hundred only) for publishing the research book.

Every three months' interval a programme will be organised by the convenor of the Innovations and Best Practices where the faculty members will deliver lectures on their respective PhD topics. Besides it, the faculty members will be assigned to deliver lectures on some specific topics that will be decided by the convenor of this criteria. For this programme two rapporteurs will be appointed.

The Principal and Chairperson of IQAC requested all the members to work hard for the next NAAC assessment and requested the coordinator of the IQAC to take necessary steps.

Approved.

P. Lakshmi

IQAC Meeting
Date: 01/02/2019

Signature of Members present:

1. ~~P. K. Saha~~
2. S. K. Saha
3. Binoykrat Rajkhowa
4. Junti Baruah
5. ~~P. K. Saha~~
6. Jibon Baruah
7. ~~K. K. Saha~~
8. Ashutosh Baruah

AGENDA

1. Charge Handover to newly constituted IQAC Committee
2. Any other
3. Vote of thanks

PROCEEDINGS

Today on 01/02/2019, an emergent meeting of IQAC held at the office of the IQAC. The meeting was chaired by Dr. B. K. Pachari, Principal and Chairperson, IQAC, CKB college Teok.

The meeting was mainly held to hand over charges to newly constituted IQAC Committee due to the sudden demise of former IQAC Coordinator late Dr. R. R. Saikia in road misap occurred on 23/01/2019.

The chairperson handover the charges to Dr. B. B. Rajkhowa as the newly selected IQAC coordinator and Dr. Jibon Baruah and Dr. Junti Baruah as Asstt. coordinator and Joint coordinator respectively.

The newly constituted today assured the chairperson to carry out the office at this level best.

Proceedings recorded by
Binoykrat Rajkhowa

Approved
[Signature]

DATE: 05/03/2019

IQAC Meeting

AGENDA

1. Confirmation of the last Proceeding.
 2. Criteria wise discussion on NAAC related issues.
 3. Discussion on Proposals and action taken as proposed in the earlier meeting.
 4. Decision taken
 5. Any other related matter with permission from chair.
- Signatures of member Present

1. Pachari.
2. Binoykrish Rajkhowa 5/3/19
3. Bartals (Robin Saitua)
4. Jais (Abhijit Bhuyan)
5. Asmita (Bikash mll)
6. 5/3/19 (Gita Satema)
7. Yasmin Khan 5/3/19
8. Deepajali Goswami 5/3/19
9. Karabi Gogoi 5/3/19
10. Jiban Boruah 05/03/19
11. Junti Boruah 05/3/2019
12. Anju Devi 05/3/2019.
13. Moyuri Chetiga 5/3/19
14. Anita Sarma. 5/3/19
15. Sebananda Boruah (5/3/19)
- 16.
17. Deepa Jima (President G.S)
18. N Sanku P.
- 19.

Proceeding:

Today on 05/03/2019 a meeting of I.Q.A.C held at the office of I.Q.A.C, C.K.B College, Teok and the meeting was chaired by Dr. B.K Pachari, Chairperson, principal of the college. The proceeding of the last meeting of the I.Q.A.C held on 23/08/2018 is approved in the meeting. The major decisions;

proposal of the last I.Q.A.C meeting is reviewed and ^{when} reviewing the earlier proposal taken in the last I.Q.A.C meeting held on 23/08/2018 it is found that the following works have been successfully completed as proposed.

- (a) One Socio-economic Survey have been completed and the report has been submitted
- (b) One workshop on I.C.T. has been organised by I.Q.A.C.

In the meeting the following decisions are taken.

(1) The following members are newly selected as the members of I.Q.A.C

- (a) Mrs. Yasmin Khan
- (b) Dr. Rubi Nath
- (c) Mr. Jintoo Rajkhowa
- (d) Dr. Karabi Lyogoi

Adviser: ~~Dr.~~ Hemkanta Hazarika
Dr. Dipak Sarma

(2) Publications in UGC referred Research Journal has to be increased among the faculty members

(3) Proposal of a seven days workshop has to be submitted to different funding agencies (UGC/ICSSR/ICHR) for financial assistance which is proposed to be organised by the college.

(4) Individual annual academic report has to be submitted by all faculty

members on or before 30th May.

(b) One Lecture Series is proposed to be held on different topics of importance. The first topic of lecture will be "Education, Employment and Students participation in the development of the nation" which will be delivered by the following faculty members.

① Dr. Bikash Nath

② Dr. Binoy Brof Rajkhowa

③ Dr. Gebananda Boruah

The following persons from the nearby areas are selected to be present as observer in the proposed lecture.

① ~~Mr.~~ Mr. Rajani Boruah

② Mr. Himen Bhattacharya

③ Mr. Nitesh Sarma

Mrs. Mayuri Chetia and Dr. Anita Sarma are proposed to be rapporteurs for the proposed lecture.

Proceeding ~~written~~ Recorded

by Dr. B.B. Rajkhowa
Co-ordinator, IQAC

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5/03/2019

accepted
B. B. Rajkhowa
19/8/2019

Date: 19/08/2019

IGAC Meeting

Signatures of Members Present

1. Prakash
2. 19.8.19.
3. Binojkrish Rajkumar
4. Jitendra Rajkumar
5. Deepanjali Joswani 19.08.19
6. Archana Kumar 19.08.19.
7. Kaushik Sankar 19.8/19.
8. Ritanjali Seikias. 19/8/19
9. Anita Sarmah. 19/08/19
10. Prakash (Robin Sankar)
11. Dhritiya 19/08/19
12. Yasmin Khan 19/8/19
13. Gita Sakma 19/8/19
14. Arundhan Sarthannu 19/8/19
15. Dupree Sankar 19/8/19 (President G.S)
16. C. Dutta (G.S, S.U)

Date: 19/08/2019
IQAC Meeting

AGENDA

1. Confirmation of the last Proceeding.
2. Criteria wise discussion on NAAC assessment.
3. Action Plan of various Departments Taken So far.
4. Discussion on New format of AQAR.
5. Decision Taken.
6. Any other related issue with due Permission from the chair.

PROCEEDING

Today on 19/8/2019, a meeting of IQAC held at the office of the IQAC, CK.B. College, Teok. The meeting was chaired by Dr. Bijay Krishna Pachani, Chairperson, IQAC and Principal of the College. The Proceeding of the last meeting of the IQAC held on 05/03/2019 is approved in the meeting.

The major decisions and proposals of the last IQAC meeting are reviewed thoroughly and it was found that the following actions have been successfully completed as proposed in the earlier meeting.

1. A proposal of a seven days workshop (FDP) has submitted to Electronics & ICT Academy, IIT, Guwahati, Assam and the same has been granted by the Academy which is scheduled to be held from January 20, 2020 to January 24, 2020 in

The college Premises on the topic
"Behavioral Remodeling & Use of ICT Tools for
Classroom delivery of Teachers."

2. All the faculty members have submitted
Annual Academic Progress report on time i.e. before
30th May, 2019.

3. A one day workshop on 'Intellectual Property
Right (IPR)' is scheduled to be held on
Feb, 2020 in collaboration with IPR Centre,
Tezpur University.

In the meeting the following decisions and
Proposals are taken after a thorough
discussion with NAAC Criterion Committees:-

1. To analyse the report of the Student
Satisfaction Survey and the same has to be
completed within the month of Sept, 2019
for action taking.

2. For the increase of library users, a
regular class on library visit for each
department and every Semester Students under
the supervision of respective faculty members
is to be incorporated in the daily class
routine from the next academic session.

3. It has Proposed to Sign MOU with local
NGOs, SHGs, Institutions of repute as well as
Civil Society organisations by the college to
work together for the betterment of the
Society.

4. All departments must be enriched with one or two
research Journals of repute for the benefit of faculty
members as well as student community.

Proceeding Recorded by
Dr. Binoy brot Rajkhowa
19.08.19

Approved
Abhishankar