

# 2019

## **IQAC Meeting on 2<sup>nd</sup> September**

Venue: Office of the IQAC

Time: (1.00 pm)

C.K.B. College, Teok

### **Agenda**

1. Confirmation of the proceedings of the last meeting
2. Discussion on research projects submitted by the departments
3. Discussion on students participation in the Dibrugarh University Youth Festival
4. Any other matter
5. Vote of thanks

#### **1: Confirmation of the Minutes of the last meeting**

- Coordinator of the IQAC, Dr. Binoy Brot Rajkhowa placed the Minutes of the last meeting and the same was approved unanimously.

#### **2: Discussion on research projects submitted by the departments**

- The coordinator said that the departments had submitted the proposed research projects. Further, he informed about the necessary arrangement for sending the projects to the Experts of Dibrugarh University for evaluation.

#### **3: Discussion on student's participation in the upcoming Dibrugarh University Youth Festival**

It was decided in the meeting that for participation in Dibrugarh University Youth Festival, students would be selected considering their participation and performance in the special classes organized in the college for various cultural events. Further, all the conveners would take initiatives in selecting students for participation in the upcoming Dibrugarh University Youth Festival through consultation with the resource persons invited for such classes.



The following Conveners/Members were assigned duties to take all necessary arrangements in this regard:

SL No	Event	Coordinator/Member
1	Borgeet, Khol	<b>Convenor:</b> Dr. Abhijit Bhuyan
		Prof. Nizara Boruah
		<b>Member:</b> Prof.Gitanjalee Borgohain
2	Modern Song,Jyoti Sangit, Bishnu Rabha Sangit	<b>Convenor:</b> Prof. Chitra Duwara
		<b>Member:</b> Prof.Mayashree Buragohain
3	Parbati Prasad Sangit,Bhupendra Sangeet,Jayanta Sangeet	<b>Convenor:</b> Prof. Ritanjali Saikia
		Prof. Dhruvajyoti Borah
		<b>Member:</b> Prof. Nabajyoti Kakoti
4	Folk Song(Solo&Group)	<b>Convenor:</b> Prof. Mamoni Gogoi
		<b>Member:</b> Prof. Ranju Devi
5	Creative Dance,Classical Dance,Group Dance	<b>Convenor:</b> Prof. Arup Kumar Borthakur
		Prof. Geeta Sarma
		<b>Member:</b> Dr Bikash Nath
		Prof. Anwesha Mahanta
6	Drama,One Act Play,Mime & Mimicry	<b>Convenor:</b> Prof. Robin Saikia
		<b>Member</b> Dr. Moyuri Chetiya
		Prof. Archana Konwar
7	Quiz,Elocution,Debate	<b>Convenor:</b> Prof. Jiban Boruah
		Dr. Karabi Gogoi
		<b>Member:</b> Dr Rubi Nath
8	Recitation (English & Assamese)	<b>Convenor:</b> Dr. Anita Sarma
		<b>Member:</b> Prof.Abhilesh Buragohain
9	Fine Arts	<b>Convenor:</b> Prof. Yasmin Khan
		Prof. Sunil Kr. Bhattacharya
		<b>Member:</b> Prof.Pronob Saikia



10	Photpgraphy	<b>Convenor:</b> Dr. Debananda Boruah
		Dr. Junti Boruah
		<b>Member</b>
		Prof. Mainu Teronpi Prof. Krishna Priya Mili

#### 4: Any other matter

- Discussed about the examination of **RIO+ 24 IDRC INDIA** Programme:  
The chairperson said that the Students would have to contact the IQAC Office for any queries in this regard.
- Discussed about the Alumni Association of the College:  
The chairperson asked the members about the necessary arrangements for taking relevant data/information regarding financial and other support services rendered by the Alumni Association (from 2006 onwards) towards the overall development of the institution.
- Presentation of Seminar paper through PowerPoint:  
The chairperson asked the members to inform all the students that presentation of seminar paper through PowerPoint would be mandatory for them. Further he requested all the HODs to keep records of such classes along with photographic evidence in their respective departments and submit a report of the same to the office of the IQAC.
- Discussed about the Parent-Teacher Meet:  
The Chairperson asked all the HODs to seriously consider the suggestions given by the parents in the meeting.
- Discussed about conducting group discussion and Seminar for degree students:
- Discussed about the Online Courses Through SWAYAM:  
The Chairperson said that the faculty members should visit SWAYAM portal and participate/enroll themselves in various online courses (FDP/Refresher Courses) available in SWAYAM.

**5: Vote of thanks**

- The coordinator of the IQAC offers vote of thanks to all the members for attending and making the meeting a successful one.



Signature

**Dr Bijoy Krishna Pachani**  
Principal



Signature

**Dr Binoy Brot Rajkhowa**  
Coordinator , IQAC



**2019**  
**IQAC Meeting on 15<sup>th</sup> November**

**Venue: Office of the IQAC**

**Time: (12.30 pm)**

**C.K.B. College, Teok**

**Agenda**

1. Confirmation of the proceedings of the last meeting held on 2-09-2019
2. Discussion on the progress of Diamond Jubilee research project
3. Any other matter
4. Vote of thanks

**MINUTES OF THE MEETING**

**1: Confirmation of the Minutes of the Last meeting**

- The Minutes of the last Meeting was placed for discussion. After a brief discussion the Minutes was approved by the members.

**3: Discussion on the progress of Diamond Jubilee research project**

- The coordinator of the IQAC informed about the progress of the Diamond Jubilee research project. He said that all the Principal Investigators and Co-investigators of the committee were actively engaged in collecting data through questionnaire from the two LACs selected for the proposed study. Further, he mentioned about the Principal Investigator and Co-Investigators who had been performing duties in collection of data and preparation of report.

**Selected Group Members to carry out the Project**

**Group - A (For Teok LAC)**

1. Dr. Rubi Nath ----- Principal Investigator
2. Prof. Robin Saikia ---- Co-investigator

3. Dr. Junti Boruah ---- Co-investigator
4. Dr. Dr. Abhijit Bhuyan --- Co-investigator

**Group - B (For Mariani LAC)**

1. Dr. B.B. Rajkhowa ----- Principal Investigator
2. Dr. Moyuri Chetiya ---- Co-investigator
3. Dr. Karabi Gogoi ---- Co-investigator
4. Dr. Debananda Boruah ---- Co-investigator

**Other Members from the Research Committee of the college:**

1. Yasmin Khan
2. Dr Bikash Nath (Convenor)
3. Dr Moyuri Chetiya

**4: Any other matter**

- Discussed about the guidelines to carry out research project with active involvement of students and teachers.

**Guidelines:**

1. Departments will engage the students of B.A/BCom 5<sup>th</sup> semester/ 6<sup>th</sup> Semester to carry out the projects.
2. Each project group will consist of maximum 12 students and among them two students will have to be involved as principal investigators and others as members.
3. The topic of the research project must be selected in such ways that it will reflect any social/economic/academic/institutional/historical issues of neighbourhood.
4. The project should be related to respective discipline/subject of the students.



**5: Vote of thanks**

- The coordinator of the IQAC offered vote of thanks to all members of the meeting for their active participation and making it a successful one.



Signature  
**Dr Bijoy Krishna Pachani**  
Principal



Signature  
**Dr Binoy Brot Rajkhowa**  
Coordinator, IQAC

# 2019

## IQAC Meeting on 6<sup>th</sup> December

Venue: Office of the IQAC

Time: (1.15 pm)

C.K.B. College, Teok

### Agenda:

1. Confirmation of the proceedings of the last meeting
2. Discussion on the activities of different Cells/ Club/ Committees
3. Criterion-wise reports submitted by conveners for AQAR preparation
4. Any other matter
5. Vote of thanks

## MINUTES OF THE MEETING

### 1: Read Previous Minutes

- Coordinator of the IQAC, Dr. Binoy Brot Rajkhowa read the previous minutes of the meeting and placed it for approval. The Meeting approved the last proceeding.

### 2: Discussion on the activities of different Cells/ Club/ Committees

- The various programmes and activities conducted by different cells/ clubs/ committees in the current academic year were elaborately discussed. The chairperson advised to all the members to take initiative to increase activities of the Extension Cell.

### 3: Criterion-wise reports submitted by conveners for AQAR

- The reports submitted by the seven criteria have been placed by the coordinator. After detailed verification and discussion the reports were finalized to be uploaded in the NAAC portal. The chairperson advised all the conveners to go through the manual provided by NAAC for preparation of SSR.

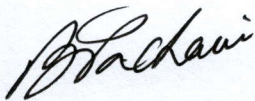


#### **4: Any other matter**

- Discussion on Faculty Development Programme (FDP) going to be held from 20<sup>th</sup> January to 24<sup>th</sup> January, 2020 on “*Behavioral Remodeling of Use of ICT Tools for Classroom Delivery of Teachers*”. The chairperson urges IQAC to make necessary arrangement for successful completion of the programme. Further, the chairperson said that all the faculty members should participate in the FDP.
- With due permission from the chairperson the coordinator of the IQAC requested all the HODs to submit the class routine (From January to June, 2020) along with allotment of classes.

#### **5: Vote of thanks**

- At last, the coordinator of the IQAC offered vote of thanks to all members for their active participation at the meeting.



Signature  
**Dr Bijoy Krishna Pachani**  
Principal



Signature  
**Dr Binoy Brot Rajkhawa**  
Coordinator, IQAC



AQAR - 19/20

**2020**  
**IQAC Meeting on 29<sup>th</sup> February**

**Venue: Office of the IQAC**

**Time: (2.15 pm)**

**C.K.B. College, Teok**

**Agenda**

1. Confirmation of the proceedings of the last meeting
2. One year diploma course in horticulture
3. Land development for agro farming
4. Discussion departmental research project
5. Any other mater with due permission from the chair
6. Vote of thanks

**MINUTES OF THE MEETING**

**1: Read Previous Minutes**

- Coordinator of the IQAC, Dr. Binoy Brot Rajkhowa read the previous minutes of the meeting and placed it for approval. The meeting approved the previous proceeding.

**2: Discussion on the opening of New Course**

- The College will start some new certificate/ diploma courses of vocational and self financing in nature from the next academic year.
- The vocational courses are so selected that they represent students' socio-economic background. Since most of the students of the institution come from agricultural and rural background having basic agro-related infrastructure, it is felt that course like horticulture will be more beneficial for the students. So, the members present at the meeting unanimously decide to open a new course on horticulture from the next academic year.



### **3: Discussion and decisions taken on Departmental Research Project**

HODs will receive a financial assistance from the Office of the Principal to carry out one Minor Research Project related to their respective disciplines/subjects under seed money for Research Scheme. Further, the HODs will involve the students in carrying out the said projects.

#### **3. I: Discussion and Decisions taken on Student project**

One faculty member from each department has been assigned the responsibility of Supervisor in Students' Project. All the supervisors will involve the students of BA/B Com 6<sup>th</sup> Semester of their concerned departments as Principal Investigator/ Co-Investigator and members in carrying out the said projects. Two departments will jointly carry out one research project.

**Titles of the projects and the Supervisors (Department wise) have been fixed as follows:**

<b>SL No</b>	<b>Title of the Project</b>	<b>Department</b>	<b>Supervisors</b>
1	Industrial Development under the area of Teok Municipal Board and Prospects of New Avenue of Employment	Economics	Mr Robin Saikia
		Commerce	Mr Jintoo Rajkhowa
2	A Study of Archeological Remains in Bamunpukhuri and Chintamonigarh Panchayat Area and People's Perspectives towards Conservation and Restoration of the said sites.	Assamese	Mrs Archana Konwar
		History	Dr Bikash Nath
3	Growth of Educational Institutions and its Impact on Development of Scientific temperament among the rural people of West Teok and Jhanjimikh Panchayat Area.	Sociology	Mr Pronob Saikia
		English	Dr Moyuri Chetiya
4	The impact of Govt Sponsored Welfare Schemes on the Patterns of Voting in Pub Lahing and Balama Gaon Panchayat Area	Political Science	Mrs Ritanjali Saikia
		Education	Dr Deepanjali Goswami



#### **4: Land development for agro farming**

- The members proposed for utilizing of unutilized land for agro farming. It is also decided that about 11 bighas of unused land will be prepared for cultivation.
- The members proposed for constituting a Farming Committee with a view to monitor all agro farming activities to be started.

#### **5: Other Matters**

- The Meeting discussed about class tests for the students to be held on a weekly basis by the faculty members of their respective departments. All the HODs were requested to keep records of the class tests properly.

#### **6: Vote of thanks**

- The Coordinator of the IQAC offered vote of thanks to all members for their active participation and valuable suggestions.



Signature

**Dr Bijoy Krishna Pachani**  
Principal



Signature

**Dr Binoy Brot Rajkhowa**  
Coordinator, IQAC