

**2021-2022**  
**IQAC Meeting on 17<sup>th</sup> August, 2021**

Venue: Office of the IQAC

Time: (2.15 pm)

C.K.B. College, Teok

**MINUTES OF THE MEETING**

**1: Read Previous Minutes**

- Today, August 17, 2021, an emergency meeting of the IQAC is held under the chairmanship of Dr. Bijoy Krishna Pachani. At the outset, the chairperson requests everyone to adhere strictly to Covid protocol and physical distance during the meeting. The IQAC coordinator, Dr. Binoy Brot Rajkhowa, read the previous meeting's minutes and places it for approval. The meeting approves the previous proceedings.

**2: Discussion on Feedback Report on Online Classes:**

- The meeting covers a discussion of the students' feedback on the online classes that was gathered from students during Lockdown through Google forms. The feedback report, which was prepared by Dr. Gautam Das, is thoroughly reviewed in the meeting. The chairperson further states that IQAC should keep the records of the online classes attended by the faculty members.

**3: Discussion about admission for next academic session**

- The meeting also discusses the **Online Admission Procedure** and verification of application forms submitted by applicants.

**4: Discussion on Covid Protocol for End Semester Examination**

- The chairperson requests IQAC to make the required preparations in conducting the examination in blended mode as directed by the Controller of Examination, Dibrugarh University. The meeting also covers the topic of rigorously adhering to the Covid Protocol in conducting the examination. Further the chairperson requests IQAC coordinator to strictly follow the SOP for smooth conduct of examination.



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## 5: Vote of thanks

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



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**2021-2022**  
**IQAC Meeting on 1st October, 2021**

Venue: Office of the IQAC

Time: (12:30 pm)

C.K.B. College, Teok

**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 approves the previous proceedings.

**2: Discussion on National Seminar**

Dr. Binoy Brot Rajkhowa says that IQAC intends to host a national seminar on the topic “India After Independence and Vision 2047” in collaboration with the Dibrugarh University Teachers’ Association (DUTA) and the Assam College Teachers’ Association (Jorhat Zone). Following discussion, it is decided to make an appeal to the staff to donate to the National Seminar in order to cover the budgetary costs as the seminar will be held without any assistance from the sponsoring organisation.

**3: Discussion on the Activities of Cell/Club/Committee**

- The Chairperson wants to know from Coordinator, IQAC about the programmes/ activities by the cells/clubs and committees. The coordinator presents a brief report on the activities of Cell/Club/Committee. The IQAC coordinator ask all conveners to organize various programmes in their respective Cell/Club/Committee. The chairperson says that IQAC should ensure the submission of the reports of such programmes and activities as these reports will have to be submitted in SSR.

**4: Discussion on Cluster Union**

- The Meeting also discusses the plan of IQAC to form a Cluster Union among C.K.B. College, Teok, Amguri College and Jorhat Kendriya Mahavidalaya. The chairperson urges IQAC to prepare future plan in this regard.



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### **5: Discussion on Extension activities:**

- Coordinator requests the convener of Extension Activity Cell and ISR Committee of College to make necessary arrangement for conducting programmes in the Nurtured Villages.

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

- At last, the coordinator of the IQAC offers vote of thanks to all members for their active participation and valuable suggestions.

  
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# IQAC Meeting on 31<sup>st</sup> March, 2022

Venue: Office of the IQAC

Time: (12.15 pm)

C.K.B. College, Teok

## 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 approves the previous proceedings.

### 2: Discuss about progress of syllabus

- The Meeting discussed about status report of syllabus coverage. IQAC coordinator also presents a brief report on various activities performed by concerned departments.

### 3: Discussion on Conclave

- The Meeting discussed about the preparation for the conclave on Incubation, Innovation and Start up organized by Women Cell, Alumni Association and Teok Press Club scheduled to held on 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> April, 2022.

### 4: Discussion on organizing Workshops:

- It is discussed and decided in the meeting that on or before May 30, 2022 i) A two Day National Workshop on integrated farming will be organized by ISR committee in collaboration with Farmers' Friend Club Coordination Committee. ii) IQAC will organize a workshop on IPR iii) "Extension Activities Committee" will organize a one day workshop for the empowerment of rural youth.

### 5: Discussion on Cluster Union

- The Meeting also discusses about the formation of Cluster Union among C.K.B. College, Teok, Amguri College and Jorhat Kendriya Mahavidalaya. Dr. Gautam Das presents the MOU and the objectives of the Cluster Union.

### 6. Discussion on AQAR:

- Despite the fact that NAAC has extended the deadline for AQAR 2020–2021 submission, the chairperson requests IQAC coordinator to submit AQAR 2020–21 as soon as possible.

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## 7: Any Other Matter

- Programmes organised by Extension Activities Committee and Institutional Social Responsibility Committee in the adopted villages/schools are discussed during the meeting. As part of the horticulture diploma course, the discussion also covers student internship.

## 8: Vote of thanks

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

  
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# IQAC Meeting on 19<sup>th</sup> April, 2022

Venue: Office of the IQAC

Time: (2.15 pm)

C.K.B. College, Teok

## 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 approves the previous proceedings.

### 2: Discussion on Two Day National Workshop

- Dr. Binoy Brot Rajkhowa, Coordinator of the IQAC informs about the preparation for the Two Day National Workshop on the topic “Livestock-Fish-Horticulture based Integrated Farming for Enhancing Livelihood Security and Economic Empowerment of Rural Youths”. He says that the workshop will be organized by Institutional Social Responsibility Committee, C.K.B. College, Teok in collaboration with Farmers Friend Club Coordination Committee on 20<sup>th</sup> and 21<sup>st</sup> May, 2022. The chairperson requests the IQAC coordinator to give the convenors appropriate direction and support and also to ensure that students who participated in the internship programme at ICAR, Nagaland will attend the workshop, and to invite local farmers as well.

### 3: Discussion on Two Day Workshop on IPR

- The meeting also discusses about the Two Day Workshop on “Current Issues in Intellectual Property Rights in India” scheduled to be organized by IQAC on 27<sup>th</sup> and 28<sup>th</sup> May, 2022. The coordinator IQAC informs that Dr. Rupam Saikia, Inspector of Colleges, Dibrugarh University will be invited as resource person for the said workshop. The chairperson says that participation in the programme is required of all faculty members and students who are interested in the subject.

### 4: Discussion on One Day Workshop by Extension Activities Committee

- Discussion also covers the one-day workshop on “Empowering Rural Youth in the sphere of Socio-Economic and Entrepreneurial Development” that will be held on May 18, 2022 by the Extension Activities Committee in collaboration with the ISR committee. The

  
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committee's convenor, Robin Saikia, provides a quick overview of the workshop's preparations. He explains that the workshop's resource persons and participants from the Youth Clubs in the adopted villages have already been invited.

### **5: Discussion on Preparation of SSR**

- In accordance with the revised guidelines of SSR, the chairperson wants to hear from all of the criterion committee convenors about the collecting of the necessary data. Additionally, he asks the IQAC coordinator to routinely check on the criterion committees' works.

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

- At the conclusion of the meeting, the IQAC coordinator gives a vote of thanks to all the members for their active involvement.

  
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