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**Minutes of IQAC: 2019-20**

**Meeting No. I (Joint Meeting with Teaching Staff)**

**Date: 05-08-2019**

**Agenda:**

1. Introduction of CBCS Course.
2. Infrastructure Development for CBCS Classes.
3. Miscellaneous.

**Members Present in the Meeting:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1. Dr. H.K. Deva Sarmah. Principal. | Chairperson.                          |
| 2. Mr. Deep Kalita.                 | Coordinator.                          |
| 3. Mrs. Namita Borthakur.           | Teacher Representative.               |
| 4. Mrs. Mini Devee.                 | Teacher Representative.               |
| 5. Mr. Padum Kakati                 | Teacher Representative.               |
| 6. Mrs. Plabika Neog.               | Teacher Representative.               |
| 7. Dr. Arun Bora.                   | Local Educationist.                   |
| 8. Sri Prakash Bhuyan.              | Alumni Representative.                |
| 9. Miss Dhiyanandita Borah.         | Student Union Body Representative.    |
| 10. Mr. Prasanta Laskar.            | H.O.D., Dept. of Hindi.               |
| 11. Mrs. Nalini Borah.              | H.O.D., Dept. of English.             |
| 12. Mrs. Rina Medhi.                | H.O.D., Dept. of Folklore.            |
| 13. Ms. Riju Laskar.                | H.O.D., Dept. of Geography.           |
| 14. Mr. Binod Ch. Bora.             | H.O.D., Dept. of History.             |
| 15. Mr. Niranjana Thengal.          | Asstt. Professor; Deptt. of Education |
| 16. Dr. Prasanta Kr. Das.           | Asstt. Professor; Deptt. of Assamese. |
| 17. Dr. Kushal Taid .               | Asstt. Professor; Deptt. of Assamese. |

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18. Ms. Parul Bhuyan	H.O.D., Dept. of Education
19. Ms. Rubi Dutta.	Asstt. Professor; Deptt. of Education
20. Ms. Elizabeth L. Thiek.	Asstt. Professor; Deptt. of English.
21. Dr. Jyoti Rupa Deka.	Asstt. Professor; Deptt. of English.
22. Mr. Debasish Saikia.	Asstt. Professor; Deptt. of Geography.

After the discussion with the members, the following resolutions have been unanimously taken for action and implementation:

**Resolution 1:** A group of following teachers is constituted to impart knowledge and concepts on CBCS under Gauhati University with faculty members and students by organising audio-visual orientation programme. The members of the group are:

- Mrs. Mini Devee.
- Dr. Plabika Neog.
- Mr. Deep Kalita.
- Mrs. Nalini Bora.

**Resolution 2:** After the intimation about the features of CBCS course by the IQAC coordinator, it is found that to run all the features of CBCS course, a flexible and wide building infrastructure is required in the college, which is not available in the college at present. Hence, a limited freedom will be allowed to students in choosing the subjects so that the classes can be managed with available infrastructure.

**Resolution 3:** It is also resolved that the faculty members will join different Seminars and workshops on CBCS at different times.

**Resolution 4:** It is also resolved to submit a request proposal to the Governing Body for developing infrastructure of the college as early as possible to run the full features of CBCS system in the near future.

**Action Taken Report of the Minutes of Meeting I of 2019-20:**

- The group of members constituted different orientation programme with the students and teachers jointly to familiarise the features of CBCS system.

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2. Two faculty members have participated workshop on CBCS System organised by Kaliabor College in Collaboration with Gauhati University.
3. After submission and intimation to the Governing Body about the development of infrastructure as per the requirement of CBCS system, the said body has assured that it will be fulfilled after CM vigilance proceedings will be over.

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**Minutes of IQAC: 2019-20**

**Meeting No. II (Meeting with IQAC Members)**

**Date: 13-10-2019**

**Agenda:**

1. Feedback on CBCS Course.
2. Organisation of outreach programmes with the community.
3. Development of the playground of the College and to upgrade the existing sports equipment.
4. Miscellaneous.

**Members Present in the Meeting:**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Dr. H.K. Deva Sarmah. Principal. | Chairperson.                       |
| 2. Mr. Deep Kalita.                 | Coordinator.                       |
| 3. Sri Sabharam Majumdar.           | G.B. Representative.               |
| 4. Mrs. Namita Borthakur.           | Teacher Representative.            |
| 5. Mrs. Mini Devec.                 | Teacher Representative.            |
| 6. Mrs. Plabika Neog.               | Teacher Representative.            |
| 7. Dr. Arun Bora.                   | Local Educationist.                |
| 8. Sri Prakash Bhuyan.              | Alumni Representative.             |
| 9. Miss Dhiyanandita Borah.         | Student Union Body Representative. |



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অধ্যক্ষ সম্পাদকৰ কাৰ্যালয়

কামপুৰ মহাবিদ্যালয়

পোঃ অঃ- কামপুৰ—৭৮২৪২৬ : নগাঁও (অসম)

ফোনঃ- ৯৩৬৫৯ ৫৫৫৭১, ৯৪৩৫০ ৬৭৩১১



Estd. 1968

Office of the Principal/Secretary

**KAMPUR COLLEGE**

P. O. : KAMPUR-782426 : NAGAON (ASSAM)

M.NO.- 93659 55571, 94350 67311

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The members present in the meeting have discussed on the issues mentioned in the agenda and offered for discussion by the Chairperson. The following resolutions have been taken unanimously for action & implementation.

**Resolution 1:** After the intimation from the coordinator, it has come to know that the text books and study materials are not available in mother language and students are facing problem in this regard. It is in this regard resolved that the teachers of the respective departments will prepare the study materials as per the convenience of the students at their level until the books will not be available at local language.

**Resolution 2:** In the context of outreach programmes to be organised by the IQAC or college, it is resolved that the theme of the programme will be determined by the IQAC coordinator and the same is to be transmitted to the respective cell/committee to find sponsor and collaboration to organise the outreach programme and submit the report to the IQAC coordinator.

**Resolution 3:** The Chairperson cum principal has intimated that the college playground is not fully updated due to occupancy of some parts of the area by public for their use. It is resolved to make the playground free for the proper use of the college and for the same an appeal to the Circle Officer in written form is to be submitted to make the playground free from public use.

**Resolution 4:** It is resolved that the HODs after verification of the CBCS literature of Gauhati University and in discussion with the IQAC coordinator will inform the teachers of their respective departments about the norms and procedures of conducting Sessional examination and Projects.

  
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**Action Taken Report of the Minutes of Meeting II of 2019-20:**

1. The faculty members have managed the notes and other study materials as per the CBCS syllabus in case of which text books and other study materials are not available for study.
2. Swachta Pakhwada Week has been observed by organising different awareness programme in the locality and the NCC volunteer have cleaned the public places.
3. To make the playground free from public occupancy, official proceedings has been done and the local Revenue Circle Officer has assured to clear the playground from public occupancy within a short period.

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**Minutes of IQAC: 2019-20****Meeting No. III (Online Meeting with IQAC Members)****Date: 02-05-2020****Agenda:**

1. Discussion on Academic Issues under Pandemic Situation.
2. Special Mentoring of Students during Covid-19 Situation.
3. Miscellaneous.

**Members Present:**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Dr. H.K. Deva Sarmah. Principal. | Chairperson.                       |
| 2. Mr. Deep Kalita.                 | Coordinator.                       |
| 3. Mrs. Namita Borthakur.           | Teacher Representative.            |
| 4. Mrs. Mini Deves.                 | Teacher Representative.            |
| 5. Mrs. Plabika Neog.               | Teacher Representative.            |
| 6. Dr. Arun Bora.                   | Local Educationist.                |
| 7. Miss Dhiyanandita Borah.         | Student Union Body Representative. |

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After joining the meeting by the members present, various discussions have been held on the agenda mentioned above and the following resolutions have been taken unanimously.

**Resolution 1:** It is found that the scheduled calendar of academic activities has been disrupted by the outbreak of Covid-19 and resolved to follow the SOP guidelines published by the Department of Disaster Management, Govt. of Assam.

**Resolution 2:** To keep the students' psychology strong and not get depressed, it is resolved to ask the teachers keep them in frequent contact with students through online mode and other social media regarding the precautions to be taken during the pandemic situation for safe living.

**Resolution 3:** It is resolved to take online remedial classes as per the guidelines published by the Directorate of Higher Education, Govt. of Assam, and for the same, the HOD will prepare the departmental online class routine.

**Resolution 4:** It is resolved to organise a online training programme of teachers to make them equipped with online class apps and software and for the same, the IQAC coordinator is asked to take necessary step for the same.

**Action Taken Report of the Minutes of Meeting II of 2019-20:**

1. An online training programme on how to operate and administer online classes has been organised by IQAC for the teachers.
2. The teachers have conducted online remedial classes on their own platform as per the schedule prepared by the HODs.

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