

IQAC Proceeding Report

FOR THE ACADEMIC YEAR 2023-24

1.

Meeting of IQAC with Teaching Staff

Purpose: Discussion on FDP, International Seminar, Resource Persons Remuneration etc.

Date: 4/8/2023

In the meeting organized by the IQAC, discussions were held on organizing and managing Faculty Development Programs (FDP), International Seminars, and remuneration practices for resource persons. After the discussions, following resolutions were made:

- i. The proposed FDP is to address both general teaching skills and specific subject expertise. Sessions would be on Research Methodology, plagiarism in research, Research Aim, peer discussions to enable practical learning, to mention a few.
- ii. It was proposed that FDPs be organized once in every year with a duration of 7 days.
- iii. Decisions were made on collaborations with like minded educational institutions.
- iv. A hybrid model (both online and offline) was considered to accommodate both in-house and external faculty.
- v. Conducting pre- and post-assessment tests was recommended to measure the effectiveness of the FDP.

The meeting ended with a vote of thanks.

2.

Meeting with IQAC, Seminar Organizing Committee and Office Bearers

Purpose: Discussion on FDP, International Seminar, Resource Persons Remuneration etc.

Date: 9/8/2023

Organised by: IQAC

A meeting was held on 9-8-2023, where the following points were discussed

- The college should focus on planning infrastructural development for hassle free organisation of an upcoming Faculty Development Program (FDP), an international seminar, and setting remuneration guidelines for resource persons. T

- The objective of the discussion was to align academic and administrative processes to ensure a seamless and high-impact event.
- The meeting addressed key areas such as roles and expectations of resource persons, and budget allocations for their remuneration, Topics and Themes to be embedded on current and relevant themes such as digital pedagogy, interdisciplinary research, innovative teaching methods, and new academic technologies.
- The meeting also focused on the target audience and Resource Allocation, Adequate budget allocation, materials, and honorariums for resource persons.

The meeting ended with a vote of thanks.

3.

Meeting with IQAC and office Bearers

Purpose: Discussion on FDP, International Seminar, Resource Persons Remuneration etc.

Date: 10/8/2023

Organised by: IQAC

A meeting was conducted on 10-8-2023 to discuss o the organization and management of aFaculty Development Program (FDP), International Seminar, and considerations for remunerating resource persons.

The meeting came with the following resolutions

- The stakeholders urged the various cells to develop the Content and topic for the programme brochures of all the three events
- To decide the exact dates of the events
- The meeting also came up with the decision that the duration of the FDP should be 7 days
- The meeting emphasised on improved teaching and research skills among faculty members and enhancing collaboration among faculty members so that the quality is enhanced in terms of teaching and learning
- The meeting also came up with the decession that future programmes should be conducted for the Integration of updated knowledge into the curriculum and increased faculty satisfaction and retention

4.

Meeting with Teaching & Non-teaching Staff

Purpose: FDP brochure finalization

Date:5/9/2023

A meeting was organised by the IQAC and the office bearers for FDP Brochure finalization for circulation through various media. The meeting urged that the following points should be kept in mind for the preparation of the brochure

- Provide an overview including goals, benefits, and relevance.
- To outline key topics and mention the sessions, and speakers involved in the FDP.
- Information for the participants about registration procedures, deadlines, and event details.
- The meeting emphasized that the brochure should encourage engagement from faculty and other academic professionals for participation.

5.

Meeting with Teaching & Non-teaching Staff

Purpose: Committees formation for FDP/Conference/ Seminar, Food Mela, Parents Meet and Miscellaneous

Date: 23/9/2023

Organised by: IQAC

A meeting was organised by the IQAC for the formation of committees for various events including Faculty Development Programs (FDP), Conferences, Seminars, Food Mela, Parents Meet, and other miscellaneous activities.

- The committee structure would be formed as: Steering Committee where the Chairperson would be the coordinators the events, Technical Committee where the constitution would be the Chairperson, Members, and Logistics Committee and it would consist of Chairperson, Members, accommodation and hospitality committee
- Committees for Food Mela would consist of Culinary Committee, Logistics Committee, Promotion Committee, cleaning committee, accommodation and hospitality committee
- Committees for Parents Meet would consist of Logistics Committee, Chairperson, reception committee, cleaning committee

6.

Meeting with IQAC office Bearers and members

Purpose: Special Meeting on Food Mela and FDP

Date: 23/9/2023

Organised by: IQAC

A meeting was organised by the IQAC to discuss the upcoming Food Mela and its associated arrangements. The meeting aimed to outline the objectives of the Food Mela, review the planning status of the FDP, and ensure collaboration among stakeholders.

- The meeting emphasized the importance of collaboration among all stakeholders to ensure the success of the Food Mela.
- The meeting stated that the event will foster community spirit and promote healthy food practices.
- The meeting assigned the Roles and Responsibilities to various members and laid the Budget Considerations for supporting the programme
- The meeting discussed the Marketing and Promotion Strategy for the food products

At last the meeting thanked everyone present in the sitting

7.

Meeting with the IQAC office bearers and all the fraternities of Kamargaon college

Purpose: On Upcoming international conference, Committees reshuffling, AQAR, Eye checking camp, campus beautification etc.

Date: 20/11/2023

Organised by: IQAC

A meeting was organised on 20-11-2023 to know the updates of the upcoming events within the organization, focusing on the upcoming international conference, committee reshuffling, the Annual Quality Assurance Report (AQAR), an eye-checking camp, and campus beautification initiatives.

The meeting laid emphasis on the following points

- Collection of data and feedback from stakeholders.
- Assessment of achievements against the institutional goals.
- Identification of areas for improvement to enhance overall quality.
- The AQAR will be submitted within the stipulated time
- For organising an Eye Checking Camp a committee would be constituted and through the event awareness about eye health among students and staff would be enhanced.
- For Campus Beautification Initiatives certain activities would be undertaken: such as Tree Plantation Drives, plantation of Flower
- The meeting emphasised the performance of cleanliness Drives for regular clean-up to maintain hygiene and environmental standards.

8.

Meeting with the QAC office Bearers and members

Purpose: Conference hall naming, Decision making on Conference issues etc.

Date: 8/12/2023

Organised by: IQAC

A meeting was organised for the naming of the conference hall and the decision-making process for conference issues.

The primary objectives of the meeting were:

- To determine a suitable name for the college's new conference hall that reflects its values, mission, or historical significance.
- The names of Mahendra Nath Neog and Jogendara Nath Neog would be given to the two Conference Halls
- To streamline the organization of events and conferences, the committee outlined a structured decision-making process for conference issues, which includes the following steps:

9.

Meeting with : IQAC office Bearers and members

Purpose: Principal Dr. Bijuli Borchetia's farewell (Informal) meeting

Date: 25/1/2024

Organised by: IQAC

A meeting was organised by the IQAC and the office bearers for organising a farewell meeting on the occasion of retirement Principal, Dr. Bijuli Borchetia.

- The meeting emphasised that after years of dedication and service, Dr. Borchetia is retiring, and her departure has left a profound impact on everyone who has worked with her. The event was informal, yet filled with emotions, gratitude, and cherished memories.
- The meeting began with a warm welcome from the Vice Principal, who highlighted Dr. Borchetia's achievements and her invaluable contributions to the college. She reminisced about Dr. Borchetia's journey, from her first day as a young lecturer to becoming the respected principal who steered the institution to new heights. The Vice Principal's words were filled with admiration for Dr. Borchetia's unwavering commitment to academic excellence, her drive for discipline, and her genuine care for every student and staff member.
- On the event Faculty members took turns in sharing their memories of Dr. Borchetia. Some spoke of her rigorous standards, which pushed everyone to do their best, while

others fondly recalled her sense of humor and her approachability. A few former students also attended, and their stories illustrated the long-lasting impact she had on them. One of them shared how Dr. Borchetia's guidance helped shape their career path and how her motivational words continue to inspire them.

- The meeting chalked a programme for the Students presented participation in anticipation of a small cultural program to honor Dr.Borchetia. The programme would drive a traditional dance performance, some soulful singing. In the event she would be gifted a memento – a beautifully crafted plaque engraved with words of thanks and admiration and a small gifts from her colleagues.

10.

Meeting with the IQAC office Bearers and members

Purpose: Infrastructure Upgradation, Toilet repairing, Capacity building, Canteen, and Hostel

Date:2/2/2024

A meeting was Organised by the IQAC to discuss Infrastructure up gradation which is essential for enhancing the overall functionality and safety of facilities.

- The meeting emphasised that infrastructure improvements should be done in terms of buildings, transportation, utilities, and technology systems.
- Key areas of focus may involve renovating old structures, implementing modern technology, and ensuring compliance with safety standards.
- The meeting also focused on toilet repairing for betterment of health and hygiene
- The meeting also emphasised the need for regular inspections and timely repairs help prevent plumbing issues, ensure proper sanitation, and create a comfortable environment for users.
- The meeting also stressed for installing water-efficient fixtures, increasing the frequency of cleaning, and ensuring that facilities are accessible to individuals with disabilities.
- The meeting took into cognizance that the college Canteen should be renovated. The infrastructure should be enhanced for the betterment of the stakeholders. New drinking filters, wash basin and new cutleries should be installed and purchased.
- The meeting also laid certain recommendations for infrastructure development of hostel infrastructures.

11.

Meeting with IQAC office Bearers and members

Purpose: AQAR submission, Certificate Course, Study Tour, Departmental activities, Academic Audit

Date:5/2/2024

Organised by: IQAC

A meeting was organised by the IQAC for AQAR Submission for submission of the Annual Quality Assurance Report (AQAR).

- The meeting stressed that the AQAR should be timely submitted within deadline.

- The various certificate courses should be completed within the stipulated time. And the examination should be conducted and during a fix date the certificates would be distributed to the students.
- The meeting also said that Study Tour should be conducted by the departments to provide students with real-world experiences that complement their academic learning.
- The meeting said that Departmental activities are to be by various departments of the college. These may include guest lectures, seminars, workshops, and cultural programs.
- The meeting stressed that internal Academic Audit should be conducted to assess the effectiveness of teaching methods, curriculum relevance, and student performance. The audit helps identify areas for improvement and ensures that educational standards are maintained.
- Mentoring of Students: Mentoring is a crucial support system that fosters students' personal and academic growth. Faculty members or senior students guide mentees, providing advice, encouragement, and assistance in navigating academic challenges and career planning. Effective mentoring enhances students' confidence and motivation.

7. Campus Works: Campus works refer to various infrastructural developments and maintenance activities within the educational institution. These may include construction projects, renovations, landscaping, and facility upgrades. A well-maintained campus enhances the learning environment and supports students' overall experience.

12. Meeting with : IQAC office Bearers and members

Purpose: Alumni Association reconstruction and campus recruitment

Date:22/3/2024

A meeting was held at 22/3/2024 for the reconstruction of an Alumni Association that typically aims to enhance engagement, foster connections among graduates, and create opportunities for current students.

- The meeting noted the evaluation the existing structure of the Alumni Association, and its related activities, and engagement levels of the association.
- The meeting also emphasised the engagement of alumni in the planning process through surveys, focus groups, or meetings.
- The meeting also acknowledge the involvement of alumni in the Infrastructure Development.
- The meeting stressed for strengthened alumni relationships which can lead to increased support for the institution, whether through donations, internships, or recruitment opportunities.

FOR THE ACADEMIC YEAR 2022-23

1.

Meeting With: TEACHING AND NON-TEACHING STAFF

Purpose: Training Programme on NAAC assessment and the changing dynamics of higher education

Date: 25-07- 2022

A meeting was conducted among teaching and non-teaching staff to discuss about the following issues-

1. For preparation of SSR reference should be taken from Nagoan college, Nagoan, HPB college, Golaghat, Jorhat College, Jorhat, N L college, Lakhimpur.
2. To work with full dedication for upcoming SSR.
3. To increase MoU and collaborative activities.
4. Online feedback system should be implemented.
5. In reduce the burden of SSR related work the meeting decided to distribute the works criteria wise among the faculties of the college.
6. To implement feedback cell.
7. To use google form for students satisfaction survey.
8. To urged the faculties members for publication of articles in UGC care listed journals.
9. To implement sensor based light in the college campus.

2. Meeting With: Course co-ordinators of add-on course

Purpose: Course of action for the academic session 2022-23

Date: 29-07-2022

The IQAC organized a meeting with all the HoDs to discuss about various departmental activities and sort out things for the academic year 2022-23 on 29th July, 2022. The decisions of the meeting are as follows-

1. To introduce new course against and adding for the existing certificate course.
2. To implement quality lesions in the course.
3. To understand the current situation of the existing adds on course.
4. To complete the exiting course till September.

5. To seek university approval for the add on course.
6. To uplift the language lab, to introduce English cinema, to do counseling for the HS first year about the course.
7. To implement a award distribution day for awarding the certificate.
8. To introduce a new add on course for folk song under the patronage of Rumi Saikia.

3. Meeting With: All fraternities of the college

Purpose:Related to SSR completion work of NAAC

Date: 27-06-2023

The IQAC organized a meeting with all the fraternities of the college to discuss about various academic activities and sort out things for the upcoming academic year. The decisions of the meeting are as follows-

1. Dr. G.K Saikia suggested for distribution of 07 (seven) aspects to cell instead of the departments.
2. Mr. Bidyut Deori suggested for organizing seminar and group discussion and suggested for forming a committee for the same.
3. The department of History, Assamese, Sociology, Political Science, Education have not done the aspects and they have promised to the same in the stipulated time period.
4. Dr. Gayatee Bora suggested everyone for start writing the reports related to AQAR.
5. Mr. Bidyut Deori suggested for approach to the different autonomous council to get fund for seminar.
6. Sanjay Acharjya and Pooja Bora promised to submit the seminar proposal within 10 days.
7. Mridula Hazarika promised to submit the seminar proposal shortly before the end of July.

FOR THE ACADEMIC YEAR 2021-22

1.

Meeting With: IQAC office bearers and course coordinators

Purpose: IQAC ORGANIZED APPRISAL MEETING COMMITTEE / CELLS APPRISAL / COURSE COORDINATORS

Date: 14-02-2022

The IQAC organized an appraisal meeting at the conference room of the administrative building on February 14, 2020 (Monday). In the meeting, the IQAC co-ordinators described in brief the objectives of the setting at the beginning the IQAC gave its own appraisal of action for the year and pointed out in detail through a power point presentation the various activities including academic extension and research. The through presentation outlines the various initiatives undertaken by the IQAC. Thereafter, the IQAC took appraisal from the course coordinators and the progress made in their respective fronts. The course co-ordinators inform the gathering about the academic progress that they have witness among the students after impairing the courses. Thereafter, the IQAC took appraisal from the conveners of various cells and asked them to continue their works for betterment of the students. Apart from this, the IQAC took appraisal from the HoD's about various progress they have made in define context apart from impairing teaching to the students. The IQAC thereafter handed them a template to carry further activities in the coming days. After listing to this the Principal Dr. BijuleeBorchetia expressed satisfaction in the initiatives of the IQAC and pleaded the course co-ordinators / convenors to continue their good work to achieve excellence in various aspects in one days to come.

2.

Meeting With: IQAC office bearers

Purpose: To discuss various aspects regarding the submission of the AQAR's

Date: 17-02-2022

The IQAC organized a sitting at the office of the IQAC to discuss various aspects regarding the submission of the AQAR's. The co-ordinator stated the objective to the sitting and asked the sitting to finalize committies to carry out activities of the AQAR 7 points. The meeting after an extensive consultation prepared a list and asked them to carry out the assigned tasks within a stipulated time. Moreover the IQAC sought suggestions and insights from the teachers and others present in the meeting with an aim to implement in the coming days for the benefits of the students. In the sitting, literary club and Eco-Club were formed again to carry out student centric extension works as well green initiatives for a healthy academic ambience. The sitting also

decided to further work on the beautification of the campus. Apart from these, the sitting decided to work expeditiously and submit the documents within the shortest possible time. At last, the co-ordinator thanked the gathering for their suggestion and insights.

3.

Meeting With: IQAC office bearers

Purpose: To discuss IQAC to discuss about various curricular and co-curricular issues

Date: 23-02-2022

The IQAC organized a sitting with all the HoDs at the office of the IQAC to discuss about various curricular and co-curricular issues on 23rd February, 2022. After detail discussion the following resolutions have been taken for implementation-

1. Departmental magazine should be published in every year.
2. News letter should be published by college instead of department.
3. Departmental study tour should be arranged from each department.
4. Departmental sitting should be arranged monthly.
5. Departmental MoU, students and faculty exchange programmes should be arranged accordingly.
6. Departmental projectors should be repair for smooth running of smart classess.
7. Showed documentation to the students.
8. Keeping records of seminar papers.
9. Departmental alumni meet should be arranged centrally.
10. Departmental parents meet should be arranged centrally.
11. Interdepartmental quiz/ recitation/ debate etc. should be arranged for the benefits of the students.

4.

Meeting With: IQAC office bearers and course coordinators

Purpose: To discuss IQAC to discuss about various to discuss about various courses

Date: 25-02-2022

The IQAC organized a sitting with all the course Co-ordinators at the office of the IQAC to discuss about various courses offered by the college on 25 February, 2022. After detail discussion the following resolutions have been taken for implementation-

1. Preparing of syllabus for short term courses within March, 2022.
2. Faculty arrangement for the courses.
3. The form fillup will be Rs. 200/ per students for every year.
4. Every student who gets admission in the college must take admission in any one of the certificate courses.

5.

Event: Workshop on Mushroom Development

Purpose: A Day long Training Programme on Mushroom Cultivation

Date: 1-3-2022

A Daylong workshop on mushroom development held on 1st March, 2022. In the programme organized by the IQAC, Mr. Pranjal Baruah, Secretary, Mushroom Foundation, Guwahati, take part and imparted training to the audience. In the programme, Mr. Baruah appraised the audience about the basics of Mushroom, its healthy elements and the market potential of Mushroom in the North-East. He also shared his experience regarding Mushroom cultivation under his Farm and told about the challenges especially eradicating the fearful perception towards Mushroom. He also talked about the upcoming projects his foundation is going to initiate especially in the African countries. In the workshop cum training, he imparted hands on training by making various items from mushroom. The audience were hugely enthralled and the IQAC decide to introduce an Add-on course in the coming days for popularization of Mushroom and employment generation. The IQAC thanks Mr. Baruah, faculties and the local masses for their interest in popularizing Mushroom.

6.

Meeting With: IQAC office bearers and all faculty members

Purpose: To discuss IQAC to discuss about various event observations related issues for the academic year 2022-23

Date: 23-07-2022

The Internal Quality Assurance Cell (IQAC) can play a vital role in organizing and improving the observation of various events in an academic year. For the 2022-23 session, the IQAC could consider discussing the following points related to event observations:

Event Planning and Calendar Integration: Ensure all major events (like Independence Day, World Environment Day, National Science Day, etc.) are pre-scheduled in the academic calendar. This will allow better preparation, participation, and resource allocation.

Student and Faculty Engagement: Explore strategies to boost student and faculty involvement in events. This could include incorporating innovative approaches to engage participants, such as interactive sessions, workshops, competitions, or digital engagement platforms.

Documentation and Reporting: Develop a systematic approach for documenting each event, including photographs, videos, and written reports. This will help in maintaining a record of activities, aiding in accreditation, and for publishing in annual reports.

Feedback Mechanism: After each event, gather feedback from participants and organizers to evaluate what went well and areas for improvement. This can be done through short surveys or suggestion boxes.

Budget and Resource Management: Discuss and establish guidelines for budgeting, resource allocation, and fund utilization to ensure events are financially sustainable. Coordination with sponsors or community partnerships may also be explored.

Community Outreach and Social Impact: Encourage events that contribute to societal impact, such as awareness drives, community services, or green initiatives. Events focused on environmental awareness, health, and inclusivity can enhance the institution's reputation and community engagement.

Promoting Inclusivity and Diversity: Ensure the events celebrate cultural, linguistic, and gender diversity, allowing all students to feel represented. Special initiatives or workshops can be organized to raise awareness on inclusivity.

Quality Enhancement and Innovation: Consider new and innovative ideas to make events more engaging. For instance, using digital platforms, organizing online webinars, and inviting guest speakers from relevant fields can increase the educational value of events.

FOR THE ACADEMIC YEAR 2020-21

1.

Meeting with: All Members of Kamargaon College

Purpose : IQAC organized Meeting regarding the loss of Electronic equipments (laptop, mouse, key board etc) from IQAC office during the lockdown:

Date 14-10-2020

The meeting discussed about the loss of electronic properties from the IQAC office extensively and enquired into the matter by setting details from various persons. Mrs. Moromi Gogoi, the helper in the office stated that up to 28th August, the laptop and the other lost electronic equipments were there in the table of the co-ordinator. The attendee of the meeting asked about the details from other persons. Following decisions were made in the meeting:-

1. CCTV camera will be installed for safety of the college properties in the coming days and deter such activities.
2. Item will be placed properly and must be kept in safe custody and locks key.
3. No person will be allowed except the co-ordinators and the Principal to handle the affairs of locking/opening of IQAC office.
4. A grill door will be installed in the top floor for ensuring safety of the college assets.

2.

Meeting With: IQAC office bearers and members present at Model Village

Purpose:The IQAC organized a meeting with all the HoDsto discuss about IQAC activities regarding the village.

Date:23-12-2020

A meeting of the IQAC was held on December 23, 2020 at the Model village to discuss about IQAC activities regarding the village. Apart from the regular IQAC members, the village and distinct administrative officials also took part. The co-ordinator of IQAC stated the objective of the meeting and sought the attention of everyone in finalizing decisions and plan chalk out. The Additional Deputy Commissioner (ADC) Mr. Utpal Doley delivered a brief speech addressing the villagers to co-operate with the IQAC in chalking out plans for their village. The Principal too addressed the gathering and sought the assistance of the villagers. Following decisions were taken-

1. The IQAC would work to uplift the academic aspect of the village by teaching the students.
2. SHG would be constituted and make contact with Panchayat to avail various schemes for socio-economic development.
3. The IQAC would make efforts to develop Mushroomcultivation in the village.
4. The IQAC would make efforts to develop vermicompost in the village.
5. The IQAC would established contact with the government Irrigation Dept. to provide pure drinking water to the villagers.

3.

Meeting With: IQAC office bearers and jail inmates

Purpose:IQAC organized Awareness Programme on Mental Health and Socialization of Jail Inmates.

Date:4-1-2021

An awareness programme on the topic Mental Health and Socialization of the Jail Inmates was held on January 04, 2024 at Golaghat Jail. Golaghat. The programme was jointly organized by the IQAC and women cell of Kamargaon College. The programme was graced by Mr. Utpal Doley, ACS & then Additional Deputy Commissioner (ADC) Golaghat, Dr. BijuleeBorchetia , Principal, and Mr. Jyoti Prasad Deka, jailor of Golaghat jail. Mr. Anjan Saikia, the co-ordinator

of IQAC, briefed the gathering about aim and objective of the programme and the necessary to socialize the jailed inmates for a healthy and better society. The jailor too addressed the gathering and offered some valuable advices for their socialization. Apart from delivering lessons on mental health, Mrs. Saikia taught them some exercises to release mental stress whenever necessary and lead a healthy life. The jailed inmates listened to the speakers very attentively and wanted to know many of the things about health. After the deliberation of the Resource persons, the President Of the women cell namely Dr. Niru Das, Associate professor, Dept. Of Economics addressed the inmates and offered some valuable suggestion for better social life in the coming days. Moreover, Dr. Ranju Morang, Assistant Professor, Department of Sociology cum Secretary of the women cell interacted with the inmates and offered her advices for a healthy future. Mr. Anjan Saikia at last thanked the Principal Dr. Borchetia for addressing of the gathering and co-operation in organizing the programme along with Mr. Utpal Doley, the Jailor, The President and Secretary of the women cell and all the other present there.

FOR THE ACADEMIC YEAR 2019-20

1.

Meeting With: IQAC office bearers

Purpose: Canteen Committee meeting

Date: 23-11-2019

Meeting is held on 23-11-2019 to discuss canteen related matters. In the meeting the committee discussed several issues related to the following

1. Improvement of drinking water facilities
2. Improvement of furniture for students
3. Cooperating of hostel borders in marketing
4. Installation of solar system to reduce electricity bill

The meeting formally discussed all the above mentioned issues carefully and decided to execute following improvement measures-

1. The meeting decided to purchase steel/iron furniture instead of wooden furniture for long durability.
2. The meeting decided to change the necessary equipment of existing AQUA as well as free iron water filter.
3. The meeting decided to maintain student register in order to surveillance their movement.
4. The meeting urged the borders to clean regularly the hostel campus especially on every Sunday.
5. The meeting also entrusted all borders to involve in portending necessary goods alternatively so that they can improve their quality of foods.
6. The meeting also decided to provide alternative staircase towards the top floor by another way for hustle free movement.
7. The meeting also decided to entrust the neighbor faculty of the college to assist the hostel borders in case of emergency.
8. The meeting also decided to provide tiles in the dinning cum kitchen of the hostel in order to maintain hygiene and quality

2.

Meeting With: IQAC office bearers and course coordinators.

Purpose: Certificate/diploma course coordinators.

Date: 23-1-2019

The IQAC organized a meeting with all the coordinators of Certificate/ diploma courses to discuss about:

1. The meeting urged the course co-ordinators to provide all necessary information related to completion of course etc.
2. The meeting also like to know about the progression of beautician course from course co-ordinators.
3. The meeting requested the co-ordinators of beautician course to increase number of learners to generate self employability among them.
4. The meeting also decided to start spoken English course from new session.

5. In the meeting Dr. Gayatree Bora course co-ordinators of recitation emphasised on the publicity of the course.
6. The meeting decided to install a big signboard at College tiniali near 37 National Highway to highlight the college campus.
7. In the meeting the co-ordinator of Yoga course Mrs. Minu Hazarika informed the house about the continuation of the yoga classes and requested the faculty members to inform the students about the course.
8. The meeting also like to hear a few lines from the course coordinator of computer proficiency course Mr. Panaj Pratim Baruah. Mr. Baruah reveled that 27 Nos. of students have completed Computer Proficiency Course and also successfully awarded certificate to the learners.
9. The meeting decided to ensure mandatory introduction of one certificate course for all students in order to increase the enrolment number of the various course from the forth coming academic session i.e. 2020-2021. The meeting urged the college authority to provide all necessary facilities to grant the courses.

3.

Meeting With: IQAC office bearers and all teaching staff

Purpose: Certificate/diploma course coordinators.

Date: 24-10-2019

A sitting of the IQAC was held on October 24, 2019 at the conference room to discuss academic and other institution related issues and chalk out plans for the upcoming years. The meeting was presided by the Chairperson of IQAC, viz Dr. Bijuli Borchetia and moderated by the co-ordinator of IQAC Mr. Anjan Saika. All the members of the IQAC including the senior govt. representative namely Mr. Khanindra Das, circle officer, Bokakhat and Mr. Ranonmoy Bharadwaj, Executive magistrate, Bokakahat participated in the sitting and offered their valuable inputs, suggestions and recommendation for development of the institutions. The newly constituted IQAC was informed about the third cycle of NAAC assessment on March 29-30, 2019 and receiving of grade B+ with CGPA 2.53. After prolonged discussion the sitting finalised the further roadmap for the further development of the institution with the adoption of the following resolutions-

1. The sitting decided to keep close contact with the district agriculture office to create a vermin compose unit in the college in the future and also to organise various and agricultural training programmes in the model and nearby villages for the benefit of the local people.
2. The sitting decided to organise more career counselling programmes in coming years with dignitaries Dr. Buljit Buragohain, Ranjan Kumar Baruah etc.

3. The sitting decided to address the problems of land crunch for further infrastructural development in close contact with the revenue circle office Bokakhat under Golaghat district.
4. The sitting decided to make one self financing course mandatory for each and every student from the next academic session to equip students with additional skills.
5. The sitting decided to keep close contact with the Disaster Response Dept. of the district and organise mock drills a measure of awareness and preparedness for any sort of disaster that may evoke.
6. The sitting decided to keep an establish contact with the tourism and forest dept. to study the viabilities of the tourism management as a career option for the students.
7. The sitting decided to encourage both students and faculties to publish quality, books and articles through financial initiatives. The meeting decided to approach the divisional authority to improve the dilapidated state of the approaching road to the college.
8. The meeting decided to organise coaching classes for the civil services examination with the help of divisional magistrate Ramani Bharadwaj and with such group like civil service achieveri point.
9. The meeting decided to conduct medical camps in the nearby tea estates in collaboration with MPHC Kamargaon and district health dept.
10. The meeting decided to study the viabilities and possibilities to grow some tourist places in the subdivision in collaboration with the sub divisional authority.

4.

Meeting With: IQAC office bearers and course coordinators

Purpose: Review meeting

Date: 3-2-2020

The IQAC organised a review meeting with the coordinators of the Diploma/Certificate Course coordinators to review the functioning of the same.

All the coordinators of the diploma/ Certificate coursed being run in the college namely Spoken English, Recitation Course, Yoga, Proof Reading and Beautician provide their report card and progress of the courses in the current academic session. The meeting arrived at the following decision for implementation in the coming days:

1. The meeting decided to collaborate with the Pradhan Mantri Kaushal Kendra (PMKK), Dergaon in functioning of the skill based courses for the benefit of the students.

2. The meeting decided to add two more certificate courses from the current academic courses namely Assistant Electrician, Cutting and Tailoring in collaboration with PMKK, Degaon centre.
3. The meeting decided to provide some more technical assistance including computer, microphone, CDs etc and infrastructure facilities such as spacious room to accommodate a large number of students.
4. The meeting decided to install at least two banners in the adjunct areas of the college to attract more students in the recitation programmes.
5. The meeting decided to make at least 01 (one) certificate/ diploma course mandatory as an add on course for the students with an aim to impart additional skill apart from the existing curriculum.
6. The meeting decided and urged the co-ordinators to keep the document and evidences ready for uploading in the AQAR 2019-2020, which is due to submit after June, 2020 to NAAC office.

A carrier counselling programme on the topic “THE NEW AGE CARRIER” was organised by the IQAC and Carrier counselling cell Kamargaon College on 27th April, 2022. The purpose of the programme was to make aware the students about new carrier opportunities in the 21st century. Chirantan Sen, assistant professor Critam Hyderabad, Deemed university, talked to the students about various carrier opportunities for the undergraduate students in various field.