



OFFICE OF THE COORDINATOR, IQAC

**Upendra Nath Brahma College, Kajalgaon (NAAC Accredited)**

**P.O.Kajalgaon Dist; Chirang (BTR), Assam PIN:783386**

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**Academic Session:2023-24**

**Minutes of IQAC Meeting**

**DETAILS OF THE MEETING**

**Date:12<sup>th</sup> August,2023**

**Time: 2 p.m**

**Vanue: Teachers' Common Room**

**Chair Person:** Dr. Nilpadmini Rabha, Principal and Chair Person, IQAC

**Attendees:**

- Dr. Nilpadmini Rabha, Chair Person
- Dr. redion Narzary, Coordinator
- Dr. Rezaur rahman sarkar Member
- Dr. Maya Moyee Narzary, Asstt. Coordinator
- Nirupama Moshahary, Member
- Thaitan Pulgoyary, Member
- Shibika Basumatary, Member
- Portia Rongkho, Member
- Jeremiash Narzary, Member.

**Objectives:**

The meeting was convened to discuss and to adopt resolutions regarding the NAAC Peer Team Visit.

**Agenda of the Meeting:**

1. Discussion on the NAAC Peer Team Visit Date

2. Preparation for the NAAC Visit
3. Discussion on Cell activities
4. Misc.

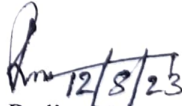
**Resolutions:**

1. Agendum no:1 is discussed and three tentative dates i.e 13-14 Sep/23, 29-30 Sep/23 and 16-17 Oct/23 are fixed for the NAAC Visit as per NAAC procedures.
2. The meeting resolves to install venting machine in the girls' common room.
3. The meeting resolves to increase the facilities of drinking water.
4. The meeting resolves to keep the College campus clean and to organise campus cleaning competition among the students.
5. It is resolved to organise a Guardians' meeting very soon
6. The meeting resolves to organise various programmes such as Health Check-up by Camp IQAC, Awareness programme on Girl Child by Women Cell, Yoga classes etc.
7. It is resolved to organise a National Webinar on financial awareness on the theme ***Wealth Creation Financial Management and***
8. The meeting entrusted the duty of preparing the Action Plan for the Academic Session 2023-24 upon Dr. Redion Narzary, Dr. Rezaur Rahman Sarkar and Nilkamal Narzary.

The meeting comes to an end with vote of thanks by Dr. Redion Narzary, Coordinator, IQAC.

Counter signed By

(Dr. N. Rabha)  
Principal & Chair Person IQAC,  
U.N Brahma College  
Kajalgaon

  
(Dr. Redion Narzary)  
Coordinator, IQAC,  
U.N Brahma College,  
Kajalgaon  
Co-ordinator, IQAC  
U.N. Brahma College  
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**Minutes of IQAC Meeting**

**DETAILS OF THE MEETING**

**Date:4<sup>th</sup> October, 2023**

**Time:3.p.m**

**Vaue: Teachers' Common Room**

**Chair Person: Dr. Nilpadmini Rabha, Principal and Chair Person, IQAC**

**Attendees:**

- Dr. Nilpadmini Rabha, Chair Person
- Dr. Redion Narzary, Coordinator
- Dr. Rezaur rahman sarkar Member
- Dr. Maya Moyee Narzary, Asstt. Coordinator
- Pranjit Brahma
- Hiramoni Brahma
- Kumud Narzary
- Hemlata Khaklary
- Samela Basumatary
- Bandana Boro
- Mantu Boro
- Fakon Brahma
- Dr. Nasirul Hoque
- Dr. Akbor Hussain
- Dr. Nizwra Basumatary
- Nirupama Moshahary, Member
- Thaitan Pulgoyary, Member
- Shibika Basumatary, Member
- Portia Rongkho, Member
- Jeremiash Narzary, Member.

**Objectives:**

The meeting was convened to discuss and to adopt resolutions regarding the forth coming NAAC Peer Team Visit.

### Agenda of the Meeting:

1. Discussion on the NAAC Peer Team Visit preparation
2. Formation of Sub Committees for NAAC peer Team Visit
3. Fixation of date of Guardian Meeting
4. Alumni Meet.

### Resolutions:

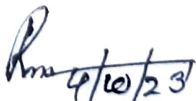
The Meeting discusses the above mentioned agenda and adopts the following resolutions:

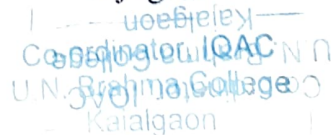
1. For the smooth and disciplined completion of the NAAC Visit the meeting forms various Sub-Committees namely- Transportation Sub-Committee, Hotel Accommodation and Guest Protocol Sub-Committee, Reception of Guest and Welcome Sub-Committee, Entry Gate Sub-Committee, Decoration Sub Committee, Cultural Sub Committee, Cleanliness Sub Committee, Volunteer Sub-committee, Refreshment Sub-Committee, Lunch Sub-Committee, and Photo, Videography and Digital Sub-Committee,
2. The meeting entrusts the duty of anchoring upon Dr. Maya Moyee Narzary and Ansula Basumatary .
3. The meeting resolves to hold a meeting of all out going G.B members and parents and Guardians on 10<sup>th</sup> Oct/23
4. The meeting feels the importance of Alumni Meet, so it is resolved to place the matter to the Alumni Association.

The meeting comes to an end with vote of thanks by Dr.Redion Narzary,Coordinator, IQAC.

Counter signed By

(Dr. N. Rabha)  
Principal & Chair Person IQAC,  
U.N Brahma College  
Kajalgaon

  
(Dr.Redion Narzary)  
Coordinator, IQAC,  
U.N Brahma College,  
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**Minutes of IQAC Meeting**

**DETAILS OF THE MEETING**

**Date: 12<sup>th</sup> December, 2023**

**Time:3.p.m**

**Vanue: Teachers' Common Room**

**Chair Person:** Dr. Nilpadmini Rabha, Principal and Chair Person, IQAC

**Attendees:**

- Dr. Nilpadmini Rabha, Chair Person
- Dr. Redion Narzary, Coordinator
- Dr. Rezaur rahman sarkar Member
- Dr. Maya Moyee Narzary, Asstt. Coordinator
- Bhadreswar Basumatary
- Dr. Nizwra Basumatary
- Dr. Akbor Hussain

**Objectives:**

The meeting was convened to discuss and to adopt resolutions regarding Collaboration with **Bodoland Senior Citizens' Forum** for the proposed One Day State Level Seminar on *Growing Rate of Child Marriage, Dovorce and Unsuccessful Conjugal Life With Special reference to BTR Area: Their Causes, Consequences and Remedial Measures.*

**Agenda of the Meeting:**

1. To discuss on the Proposal received from the **Bodoland Senior Citizens' Forum** for collaboration for the proposed One Day State Level Seminar on *Growing Rate of Child Marriage, Dovorce and Unsuccessful Conjugal Life With Special reference to BTR Area: Their Causes, Consequences and Remedial Measures* to be held on 17<sup>th</sup> Dec/23

**Resolutions:**

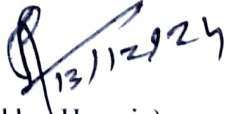
The Meeting discusses the above mentioned agenda and adopts the following resolutions:

1. The Dr. Nilpadmini Rabha, the Principal of the College is selected as the Chair Person and Dr. Akbor Hussain, Coordinator, IQAC is selected as the Coordinator of the said One Day State level seminar.
2. Mr. Digambar Narzary, Chairperson, NEDAN, Kokrajhar, Mr. Solomon Islay, Asstt. Professor, Deptt. Of Political Science, Bodoland University, Kokrajhar, Mr. Sunil Chakma, Advocate, Gauhati high Court and Dr. Akbor Hussain, Asstt. Professor, U.N Brahma College, Kajalgaon are selected as resource persons.
3. It is resolved that Mr. Jayanta Basumatary, M.L.A, Sidly and Mr. Matindra Basumatary, Ex-M.L.A, Sidly shall be invited as special guests.
4. The meeting resolves and forms the following Sub Committees for the smooth conduct of the seminar:
  - A. Reception Committee**
    - a. Mr. Kumud Narzary
    - b. Dr. Redion Narzary
    - c. Hemlata Khaklary
  - B. Registration Committee**
    - a. Mr. Manikya Giri Basumatary
    - b. Miss Mariana Basumatary
    - c. Miss Hemprobha Boro
    - d. Miss Keya Sheal
  - C. Refreshment and food Committee**
    - a. Mr. Nilkamal Narzary
    - b. Mr. Thaitan Pulgoyary
    - c. Mr. Birlang Boro
5. The meeting resolves to entrust the duty of all printing work upon Dr. Akbor Hussain, Coordinator, IQAC.

The meeting comes to an end with vote of Thanks by Dr. Akbor Hussain, Coordinator, IQAC.

Counter signed By

(Dr. N. Rabha)  
Principal & Chair Person IQAC,  
U.N Brahma College  
Kajalgaon

  
(Dr. Akbor Hussain)  
Coordinator, IQAC,  
U.N Brahma College,  
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Co-ordinator, IQAC  
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**Minutes of IQAC Meeting**

**DETAILS OF THE MEETING**

**Date: 22 February, 2024**

**Time: 3.p.m**

**Vanue: Teachers' Common Room**

**Chair Person: Dr. Nilpadmini Rabha, Principal and Chair Person, IQAC**

**Attendees:**

- Dr. Nilpadmini Rabha, Chair Person
- Dr. Akbor Hussain
- Fakon Brahma
- Pranjit Brahma
- Dr. Nizwra Basumatary
- Bhadreswar Basumatary
- Dr. Rezaur rahman sarkar Member
- Dr. Maya Moyee Narzary
- Dr. Redion Narzary, Coordinator

**Objectives:**

The meeting was convened to discuss and to form the Seven Criteria Teams for the Second Cycle of NAAC Assessment

**Agendum:**

1. Formation of Seven Criteria teams

**Resolutions:**

The meeting discusses the agendum and forms the Seven Crireria Teams as follows:

**1. Curricular Aspect:**

- a. Dr. Rezaur Rahman sarkar
- b. Mr. Manikya Giri Basumatary
- c. Mrs. Bandana Boro
- d. . Mr. Bhadreswar Basumatary
- e. Mrs. Nijra Islari

**2. Teaching, Learning and Evaluation:**

- a. Dr. Akbor Hussain
- b. Mrs. Portia Rongkho
- c. Mr. Nilkamal Narzary
- d. Miss. Merina Muchahary

- b. Mrs. Portia Rongkho
- c. Mr. Nilkamal Narzary
- d. Miss. Merina Muchahary

**3. Research, Innovation and Extension:**

- a. Dr. Maya Moyee Narzary
- b. Dr. Nizwra Basumatary
- c. Mrs. Shibika Basumatary
- d. Mr. Jeremiash Narzary

**4. Infra-Structure and Learning Resources:**

- a. Mr. kumud Narzary
- b. Mr. D.R. Medhi
- c. Mrs. Nirupama Mushahary
- d. Miss Kea Seal

**5. Students' Support and Progression:**

- a. Mr. Pranjit brahma
- b. Mr. Fakon Brahma
- c. Miss Hiramoni BrahmaMrs.
- d. Junumoni Brahma
- e. Mr. Swmjwr Basumatary

**6. Governance, Leadership and Management:**

- a. Dr. Nasirul Hoque
- b. Mrs. Hemlata Khakllary
- c. Mrs. Rinkumoni Borah
- d. Mrs. Samela Basumatary
- e. Mrs. Kabita Choudhury

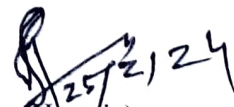
**7. Institutional Values and best Practices:**

- a. Mr. Thaitan Pulgoyary
- b. Mr. Biswajit Basumatary
- c. Mr. Kandam Rabha
- d. Mrs. Chandana Basumatary
- e. Mrs. Hemprobha Boro
- f. Mr. Mijink Muchahary

The meeting comes to an end with Vote of Thanks by Dr. Akbor Hussain,  
Coordinator, IQAC.

Counter signed By

(Dr. N. Rabha)  
Principal & Chair Person IQAC,  
U.N Brahma College  
Kajalgaon

  
(Dr. Akbor Hussain)  
Coordinator, IQAC,  
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Minutes of IQAC Meeting

**DETAILS OF THE MEETING**

**Date:** 13<sup>th</sup> May, 2024

**Time:** 3.p.m

**Vaue:** Teachers' Common Room

**Chair Person:** Dr. Nilpadmini Rabha, Principal and Chair Person, IQAC

**Attendees:**

- Dr. Nilpadmini Rabha, Chair Person
- Dr. Akbor Hussain
- Dr. Rezaur rahman sarkar Member
- Bhadreswar Basumatary
- Fakon Brahma
- Nilkamal Narzary
- Dr. Nizwra Basumatary
- Dr. Maya Moyee Narzary
- Pranjit Brahma

**Objectives:**

The meeting was convened to discuss the preparedness for Inspection of the college by Directorate of Higher Education, Assam and to adopt resolutions there off.

**Agendum:**

1. Discussion on Preparedness of inspection of the college by D.H.E, Assam
2. Discussion on Alumni Registration
3. Allocation of Funds for Departmental and Cell activities
4. Misc.

**Resolutions:**

1. The meeting discusses the agenda no: i. and adopts the following resolutions:
  - a. That a team shall approach the Bodoland University authority to discuss with them for the introduction of a certificate course in the college and the same shall be done as per approval of the varsity.
  - b. That the Women cell shall organise a community awareness programme as a part of extension service.
  - c. That the college shall adopt another best practice in the form of organic farming from this year.

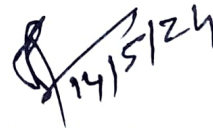
- d. That the college shall take initiatives along with the Alumni Association for the registration of the alumni Association.
- e. That the IQAC shall organise a workshop on the uses of Smart Board.
2. Agendum No. ii is discussed and resolved that the college shall allocate rupees 1000 (Rupees one thousand) to each department per semester for the conduct of departmental activities and rupees 10,000 (Rupees ten Thousand) to the Major Cells per annum for cell activity.
3. Agendum no vi is discussed and resolved that a team consisting of
  - a. Dr. Nasirul Hoque
  - b. Dr. Redion Narzary
  - c. Fakon Brahma
  - d. Nilkamal Narzary
  - e. Kumud Narzary and
  - f. Shibika Basumatary

Shall formulate and fix the College Election Rules. They shall submit their report to the Principal within two months.

The meeting comes to an end with Vote of Thanks by Dr. Akbor Hussain, Coordinator, IQAC.

Counter signed by

(Dr. N. Rabha)  
Principal & Chair Person IQAC,  
U.N Brahma College  
Kajalgaon

  
(Dr. Akbor Hussain)  
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