

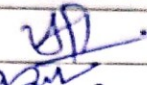
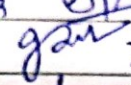
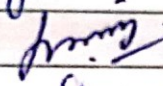
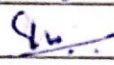

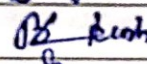
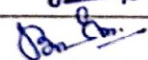
Date: 17.08.2022

Today the 17th August, 2022 a meeting of IQAC, Science College, Kokrajhar is held at conference Hall-II to discuss the under mentioned agenda. The meeting is presided over by Vice-Principal Dr. Sharmistha Chakraborty, Science College, Kokrajhar

Agenda:

1. Submission of AQAR (Pending, last date was 31.07.2022)
2. Preparation of SSR
3. Evaluation of Peer Team recommendation
4. Miscellaneous.

Name and Signature of the member present

1. Anuradha Singha 
2. Jatnoui Brahma 
3. Mohan Gogoi 
4. Meeta Al Kawa 
5. Sudeep Dey 
6. Babla Ch. Ghosh 
7. Biswajit Nath 

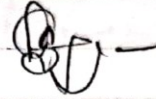
After a detail discussion the following resolutions are adopted

1. The authority will be requested to take necessary measure to instruct the respective criteria coordinators to submit the informations/dates related to AQAR to the coordinators for upload.
2. The completion of SSR by the coordinator and criteria coordinators will be accomplished by 30th October, 2022 and verification & modification will be done by mid of November, 2022. Accordingly submission is projected by last of November, 2022
3. The coordinator requested to inform the authority regarding the status of completion of NAAC Peer team recommendation and ask to take necessary steps for fulfilment of the same.

Date :

4. Authority will be requested to inform all concern to extend active co-operation in IQAC work for the 2nd cycle of NAAC assesment by February, 2023.

The meeting ends with vote of thanks from the chair.



Chairperson



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

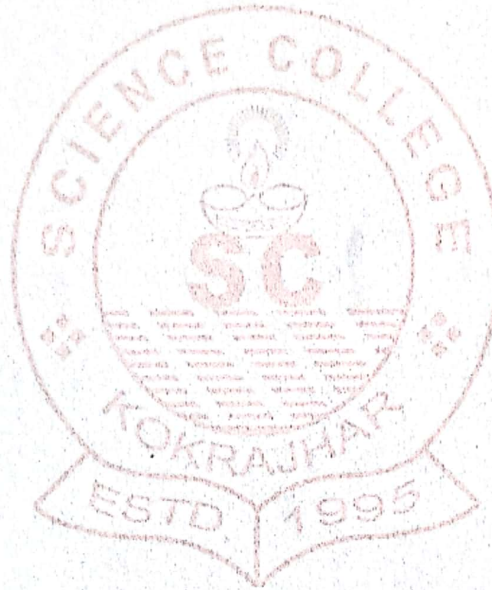
E-mail: iqacsck@gmail.com, iqac@sciencecollege.ac.in


Ref. No.:- SC/IQAC- 01/2016-17/

Date:- 15.10.2022

Action taken report on minutes of meeting held on 17/08/2022

1. Informed accordingly.
2. Progress is under process.
3. Communicated to the principal for the same.
4. The principal is requested for the same.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK




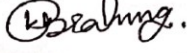
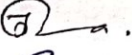

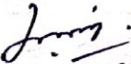
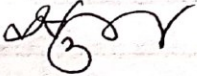
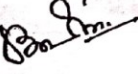

Date: 15.10.2022

Today the 15th October, 2022 a meeting of IQAC, Science College, Kokrajhar is held at Conference Hall-2 to discuss the under mentioned agenda, The meeting is presided over by Vice-Principal Dr. Sharmistha Chakraborty, Science College, Kokrajhar.

Agenda

1. Preparation of SSR
2. Application process to NAAC for assesment
3. Miscellaneous

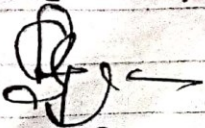
Name and Signature of the Members present :

1. Sudeep Dey 
2. Anuradha Singha 
3. Dr. Jahnabi Brahma 
4. Kanchan Kanti Brahma 
5. Femina Brahma 
6. Dr. M. A. Kausar 
7. Mohesh Gogoi 
8. Jungona Narmy 
9. Biswajit Nath 
10. B. C. Ghosh 

After a through discussion the following resolutions are adopted.

1. A) Preparation of SSR will be completed by November 2022.
b) IQAC will sit after one week (22.10.2022) to discuss all the criteria for finalisation of SSR.
2. Application process to NAAC ^{for} assesment will be initiated by 15 December 2022.
3. Team IQAC will sit with the Principal regarding assesment related matter at 2:30 PM on 19th October, 2022.

The meeting ends with a vote of thanks from the chair.


Chair-Person.



Office of the Coordinator

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Science College, Kokrajhar

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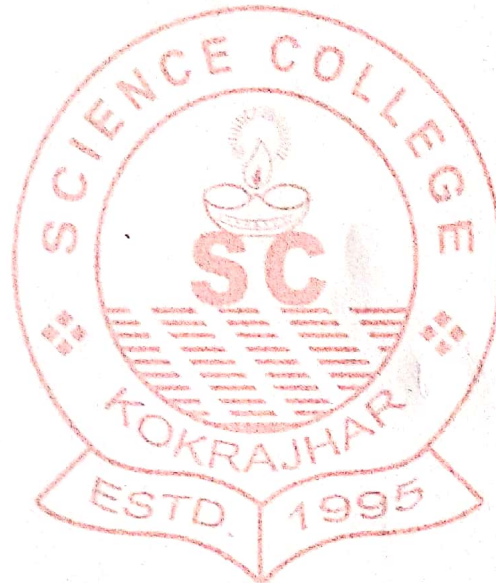
E-mail: iqacsek@gmail.com, iqac@sciencecollege.ac.in


Ref. No.:- SC/IQAC-01/2016-17/

Date:- 23.12.2022

Action taken report on minutes of meeting held on 15/10/2022

1. (a) Progress is under process.
(b) Proceeded accordingly.
2. The progress is under process.
3. Sited accordingly and the principal informed to complete the process by February 2023.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK


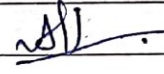
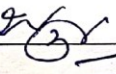
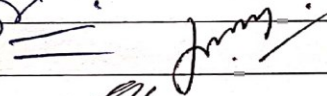


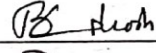
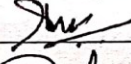
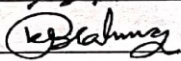
Date: 23.12.2022

Today the 23rd December, 2022 a meeting of IQAC, Science College, Kokrajhar is held at Conference Hall-2 to discuss the under mentioned agenda. The meeting is presided over by the Vice-Principal Dr. Sharmistha Chakraborty, Science College, Kokrajhar

Agenda:

1. Issues on the Criteria's of SSR
2. Key points of emphasis for preparation of SSR
3. Miscellaneous

Signature of the Member present:

1. Biswajit Nath 
2. Dr. Anuradha Singha 
3. Jeongma Nany 
4. Dr. Mohesh Gogoi 
5. Sudhananda Brahma 
6. Femina Brahma 
7. Babla Ch. Ghosh 
8. Dr. Mehdi Al Kausar 
9. Kanchan Kanti Brahma 

After a though discussion the following resolutions are adopted.

1. (a) Issues related to curricular aspects will be discussed at next meeting as per the request of Dr. Femina Brahma.
- (b) For teaching learning and evaluation - Remedial classes, ICT tools and students satisfaction survey, measures on these will be taken immediately.
- (c) As per the discussion with Dr. Mohesh Gogoi, it is resolved to discuss the issues on research, innovation and extension, in the next meeting.
- (d) Discussion on infrasture and learning resources is postpond to the next meeting.
- (e) In student. suppor and progression, criteria, alumni activities will be looked immediately and other issues will discussed later.
- (f) For governance, leadership and management - the issues to be pertained are (i) e-governance, (ii) Welfare measure, (iii) performance aprisal and (iv) Academic and administrative audit.

2. Regarding key points of emphasis the discussion will be in the next meeting.
3. Preparation of prospectus is proposed to be look after by IQAC for next year.

The meeting ends with a vote of thanks from the chair.



Chairperson



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

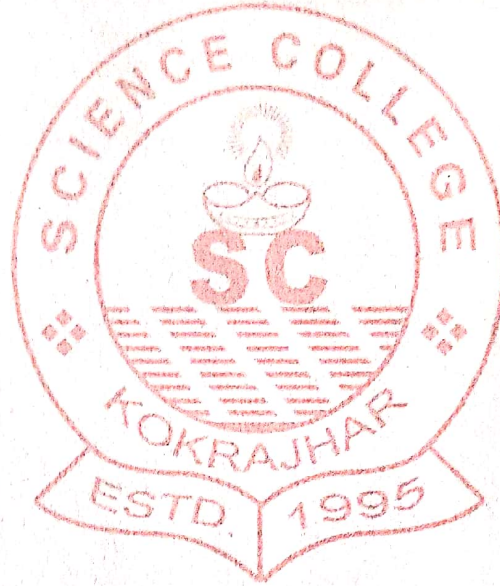
E-mail: iqacsck@gmail.com, iqac@sciencecollege.ac.in

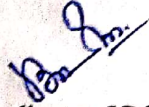
Ref. No.:- SC/IQAC- 01/2016-17/

Date:- 20.02.2023

Action taken report on minutes of meeting held on 23/12/2022

1. Progress is under process and report is yet to obtain.
2. Will be discussed in today's meeting.
3. Proceeded accordingly.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK



Dt = 20.02.23

A meeting of IQAC, Science College, Kokrajbar is held today at 10:30 am at conference hall-2, to discuss the under mentioned agenda. The meeting is presided over by Dr. R. N. Sinha, the Principal, Science College, Kokrajbar.

Agenda -

1. IQA Submission
2. SSR
3. Misc.

Signature of the members present -

1. Dr. R. N. Sinha
2. Dr. S. Chakraborty
3. Dr. Jahnu Barahma
4. Sudeep Dey
5. Feena Brahma
6. Kandhan Kanti Brahma
7. Mohan Gosai
8. Subhananda Brahma
9. Dr. Mehdi A. Kausar
10. Dr. Anuradha Singha
11. Geenyama Natyay
12. Babla Ch. Ghosh
13. Biswajit Nath

After thorough discussion the following resolutions are adopted -

1. The submission of IQA to NAAC is scheduled on or before 15th of March, 2023.
2. The completion of preparation of SSR by the respective criteria coordinators is targeted by 10th March, 2023.
3. (a) The target of submission of SSR is on or before 30th April, 2023 by hook or crook.
(b) The requisition of contingency by the Departments and Library be submitted through IQAC.

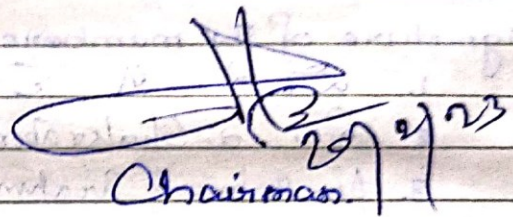
3(c) Website will be updated as per Requirement and requisition for the same will be submitted by IQAC.

(d) Women cell will be restructured and IQAC will look into the matter.

(e) The Prospectus of the college need to be redesigned and IQAC will look into the matter.

(f) The key points of emphasis will be given priority.

The meeting ends with Vote of Thanks from the chair.


Chairman



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

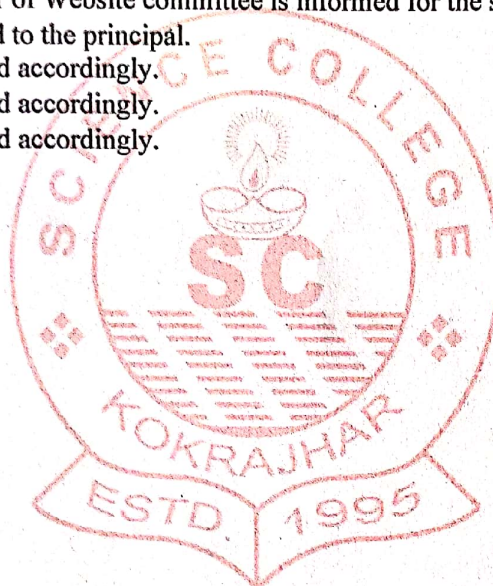
E-mail: iqacsek@gmail.com, iqac@sciencecollege.ac.in


Ref. No.: SC/IQAC- 01/2016-17/

Date:- 11.03.2023

Action taken report on minutes of meeting held on 20/02/2023

1. As per the instruction of the principal, the submission of IIQA is postponed.
2. Under process.
3.
 - a) Under process.
 - b) The departments and Library are informed for the same.
 - c) Convenor of Website committee is informed for the same and requisition is submitted to the principal.
 - d) Proceeded accordingly.
 - e) Proceeded accordingly.
 - f) Proceeded accordingly.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK


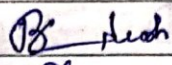

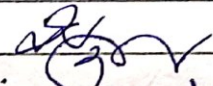
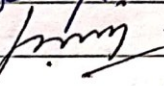
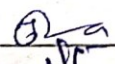

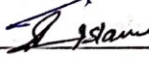
Date: 11.03.2023

A meeting of IQAC, Science College, Kokrajhar is held today at 11:00 AM at Conference Hall-2 to discuss the undermentioned agenda. The meeting is presided over by Dr. Sarmistha Chakraborty, Vice-Principal, Science College, Kokrajhar.

Agenda:

1. Feedback analysis
2. Miscellaneous

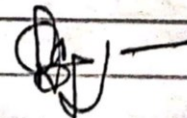
Name and Signature of the members present:

1. Biswajit Nath 
2. Babla Ch. Ghosh 
3. Suddeep Dey 
4. Jyotsna Nathray 
5. Mohesh Gogoi  11/03/2023
6. Femina Brahma 
7. Anuradha Singha  11/03/2023
8. Sabiqul Islam  11/3/2023

After a through discussion the following resolutions are adapted:

1. (a) Dr. Femina Brahma and Dr. Mehdi Al Kausor are assigned to compile and analyze the feedback submitted online.
- (b) The report will be communicated to the authority for further necessary action.

The meeting ends with vote of thanks from the chair.



Chairperson



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

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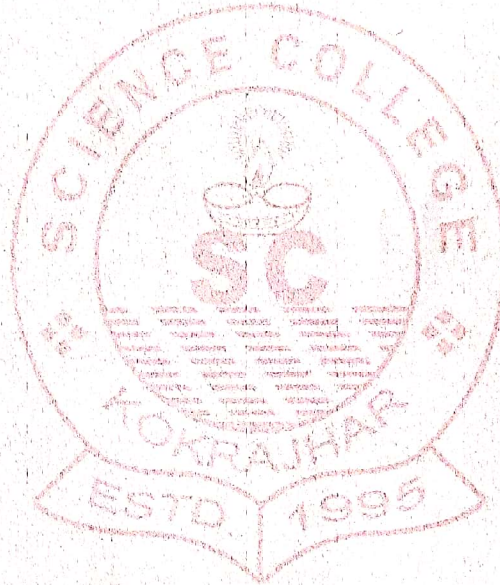
Ref. No.:- SC/IQAC- 01/2016-17/

Date:- 09.06.2023

Action taken report on minutes of meeting held on 11/03/2023

1. (a) Compiled and submitted the report by Dr. Famina Brahma and Dr. Mehdi AI Kausor
(b) Communicated with the principal.

Coordinator, IQAC
Science College, Kokrajhar



IQAC, SCK



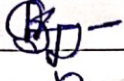
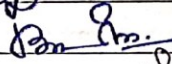
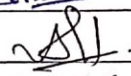
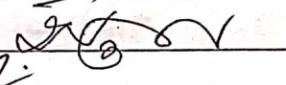
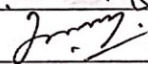
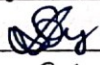
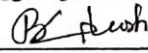
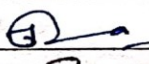
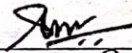
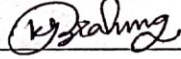
Date : 9.6.2023

Today the 9th June, 2023 a meeting of IQAC is held at 1:00 PM at the Conference Hall-1, Science College, Kokrajhar to discuss the undermentioned agenda. The meeting is presided by Dr. Sharmistha Chakraborty, Vice-Principal & Co-Chairperson of IQAC, Science College, Kokrajhar.

Agenda :

1. Final submission of IQA
2. Finalization of SSR
3. Miscellaneous.

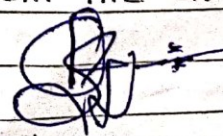
Name and Signature of the member present :

1. Sharmistha Chakraborty 
2. Biswajit Nath 
3. Anuradha Sinha 
4. Jyotirmoy Narayan 
5. Mohesh Gogoi 
6. Sudeep Dey 
7. Babla Ch. Ghosh 
8. Femina Brahma 
9. Dr. Mehdi Al Kauror 
10. Kanchan Kanti Brahma 

After a through discussion the following resolutions are adapted.

1. Date of submission of IQA will be finalised after the preparation of SSR.
2. SSR preparation will be completed by 22nd June, 2023.
3. A meeting to finalize the fulfillment of various requisition, will be called in the next week and the Principal of the college will be requested to be present.

The meeting ends with a vote of thanks from the chair.


Chairman



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

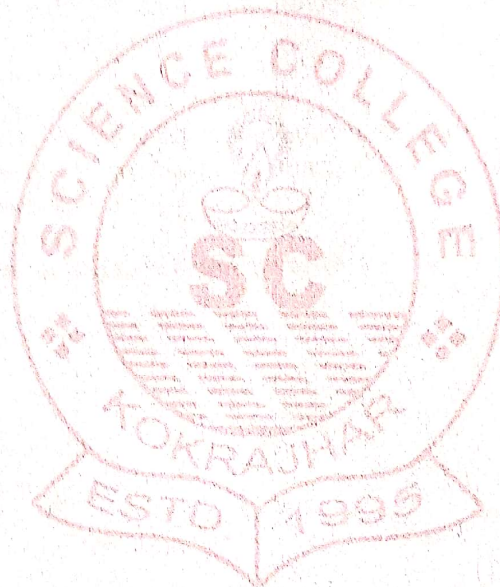
E-mail: iqaesck@gmail.com, iqac@sciencecollege.ac.in


Ref. No.- SC/IQAC- 01/2016-17/

Date:- 27.06.2023

Action taken report on minutes of meeting held on 09/06/2023

1. Unable to process due to non-completion of SSR and instruction of principal.
2. Under process.
3. Communicated verbally to the principal accordingly.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK

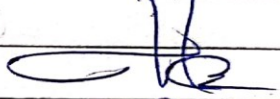


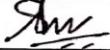
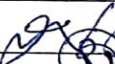

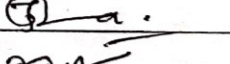
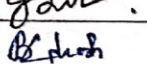
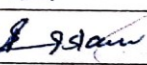
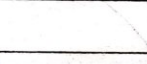
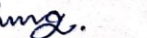

Date: 27.06.23

Today the 27th June, 2023 a meeting of IQAC is held at 11:00 AM at the Conference Hall-2, Science College, Kokrajhar to discuss the undermentioned agenda. The meeting is presided over by Dr. R. N. Sinha, Principal Science College, Kokrajhar.

Agenda

1. Fulfilment of requisite infrastructure for NAAC
2. Finalization of date for IQA and SSR submission
3. Miscellaneous

Name with signature of the member present:

1. Romanade Bar 
2. Biswajit Nath 
3. Suddeep Deo 
4. Mohesh Gogoi 
5. Mehdi Al Karim 
6. Gunjana Nathgany 
7. Anuradha Singha 
8. Fevina Brahma 
9. Jahnuvi Brahma 
10. Babla Chandra Ghosh 
11. Sabiqul Islam 
12. Kanchan Kanti Brahma 

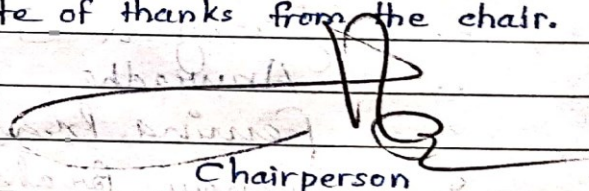
After a thorough discussion, the following resolutions are adopted unanimously

- (a). For completion of the update of college website, the required bill will be released by the first week of July 2023.
- (b). A lumpsum amount will be released to each department for Ad-on Course / certificate Course related matter.

- (c) ICT enable class room will be updated within July 2023.
- (d) Repairing of Solar Power System will be made to enable the office building with renewable energy source.
- (e) Required computers for administrative set up to all the departments will be completed by July 2023 as per need.
- (f) All the smart class rooms will be made functional by July 2023.
- (g) IQAC will look into the matter of renovations required to overcome the minimum requirements.
- (h) For updating of library, the requirement will be carried out from the proposed extra fund.
- (i) Water leakage related problems will be repaired by July 2023.
- (j) The space for cycles and motor-bikes stand will be re-thought and designed.

- 2. (a) Submission of IIRA is targeted by mid of August 2023.
 - (b) Assesment of NAAC is targeted by October 2023.
9. A tentative budget of Rs. 8,00,000.00 (Eight lacs) has been approved in the meeting for initial expenditure for NAAC.

The meeting ends with a vote of thanks from the chair.



Chairperson

Principal
Scienc. College, Kokrajhar

After a thorough discussion, the following resolutions are adopted:
 (a) For completion of the report of college website the updated
 bill will be released by the first week of July 2023.
 (b) A program committee will be formed to work on the
 matter related to course related matter.



Office of the Coordinator

INTERNAL QUALITY ASSURANCE CELL

Science College, Kokrajhar

PO & Dist.- Kokrajhar, Assam, India

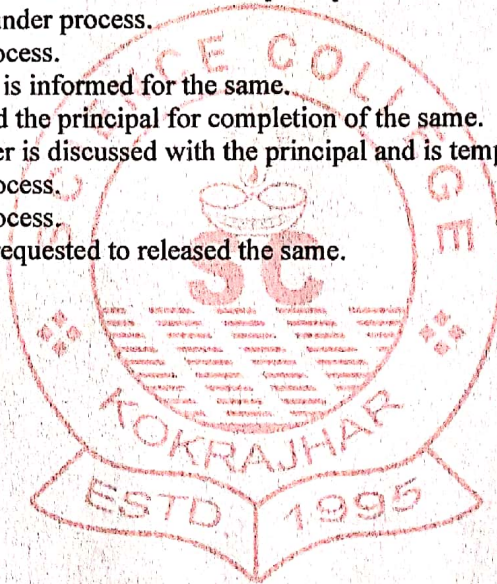
E-mail: iqacsck@gmail.com, iqac@sciencecollege.ac.in


Ref. No.:- SC/IQAC- 01/2016-17/

Date:- 21.08.2023

Action taken report on minutes of meeting held on 27/06/2023

1. (a) Communicated with the principal for the same.
(b) Lumpsum amount is released to each department.
(c) The matter is discussed with the principal and he assured for the same.
(d) The same is also consented by the principal.
(e) The proposal is submitted to the principal for execution.
(f) Work is under process.
(g) Under process.
(h) Librarian is informed for the same.
(i) Requested the principal for completion of the same.
(j) The matter is discussed with the principal and is temporarily adjourn.
2. (a) Under process.
(b) Under process.
3. The principal is requested to released the same.




Coordinator, IQAC
Science College, Kokrajhar

IQAC, SCK

