



OFFICE OF THE IQAC  
**KHOWANG COLLEGE**

Khowang Ghat, Dibrugarh (Assam)-785676

✉ iqac.khowangcollege@gmail.com


☎ +91- 94015-00734, +91-70026-39223

Ref. No.....

Date: 03-07-2023

**Agenda of Executive Meeting of IQAC**

1. Approval of Annual Action Plan
2. Discussion on Celebration of the 40<sup>th</sup> Foundation Day of the college
3. Regarding Parent-Teacher Meet
4. Preparation for AAA
5. Vote of thanks
6. Declaration of end of the meeting

  
Principal  
Khowang College  
Khowang Ghat

### **Proceeding of the Executive Meeting of IQAC held on 03/07/2023**

A meeting of the IQAC is held today on 3<sup>rd</sup> of July, 2023 in the office of the IQAC of the college. In the meeting chaired by the chairperson of IQAC and Principal of the college, Dr. Trailokya Dehingia, discussion is mainly done on three important agenda, viz. approval of the annual action plan for the academic session 2023-24, discussion on celebration of the 40<sup>th</sup> Foundation Day of the college and preparation for Academic and Administrative Audit (AAA).

With regard to the Agenda No. 1, i.e. approval of Annual Action Plan for the academic session 2023-24, the coordinator of IQAC, Dr. Deepali Bhattacharjee presented the draft of the same in the meeting. After detailed discussion, the meeting unanimously approved the Annual Action Plan for the session 2023-24.

In respect of the Agenda no. 2, i.e. celebration of the 40<sup>th</sup> Foundation Day of the college, the meeting decided to observe it in a grandiose way. The meeting also decided to invite the Vice-Chancellor of Dibrugarh University as the Chief Guest of the programme. Decision was also made to publish a souvenir named "Yatra: the Journey so Far" and "Glory", the annual journal of the Sports Cell of the college.

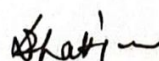
Regarding Agenda No.3, i.e. organizing a Parent-Teacher Meet, the meeting decided to organize the same on 12<sup>th</sup> of August, 2024. The Chairperson entrusted the Vice-Principal of the college, Dipali Saikia the responsibility of preparing the invitation letter for the same and issuing it to the parents/guardians and appealed all the members of the meeting to ensure its proper conduction.

With regard to Agenda No. 4, i.e. preparation for Academic and Administrative Audit, the meeting decided to organize the AAA on 15<sup>th</sup> of September, 2023. The meeting also decided to invite Dr. Kalyan Bhuyan, Coordinator of IQAC, Dibrugarh University and Prof. Gopal Chandra Hazarika, Retd. Professor, Department of Mathematics, Dibrugarh University as the external experts for the same.

After that the Coordinator of IQAC, Dr. Deepali Bhattacharjee offered Vote-of-thanks to all the members present in the meeting for their support and cooperation.

The meeting ended with the closing statement of the chairperson.

  
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Ref. No.....

Date: 16-09-2023

**Agenda of Executive Meeting of IQAC**

1. Preparation for NAAC Peer Team Visit.
2. Vote of thanks
3. Declaration of end of the meeting

  
Principal  
Khowang College  
Khowang Ghat

### Proceeding of the Executive Meeting of IQAC held on 16/09/2023

A meeting of the IQAC is held today on 16<sup>th</sup> of September, 2023 in the office of the IQAC of the college. In the meeting chaired by the chairperson of IQAC and Principal of the college, Dr. Trailokya Dehingia, discussion is mainly done on a single agenda, i.e., Preparation for NAAC Peer Team Visit scheduled on 3<sup>rd</sup> and 4<sup>th</sup> of October, 2023.

The Principal announced the formation of various committees to ensure the smooth conduct of the NAAC Peer Team Visit. The committees formed include Food Committee to oversee catering arrangements for the visiting team and guests, Reception Committee to handle the welcoming and accommodation arrangements for the NAAC Peer Team and Committee for Cultural Activities to organize cultural programs highlighting the college's achievements and traditions. The heads of the newly constituted committees will submit detailed plans for their respective areas of responsibility in the next meeting. Additional committees will be constituted as needed to handle specific tasks.

In the meeting it was decided to inform the parents/guardians, alumni, and student body about the upcoming NAAC Peer Team Visit. Invitations will be sent to these stakeholders, encouraging their active participation in the event. Faculty members were tasked with coordinating these communications and ensuring widespread dissemination of the message. A follow-up meeting will be scheduled to monitor the progress of the preparations.

After that the Coordinator of IQAC, Dr. Deepali Bhattacharjee offered Vote-of-thanks to all the members present in the meeting for their support and cooperation.

The meeting ended with the closing statement of the chairperson.

  
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Ref. No.....

Date: 16-12-2023

**Agenda of Executive Meeting of IQAC**

1. Objective of the meeting
2. Introduction of the members
3. Speech by the Principal
4. Discussion on NAAC Re-visit
5. Vote of thanks
6. Declaration of end of the meeting

Principal  
Khowang College  
Khowang Ghat

## Proceeding of Executive Meeting of IQAC held on 16/12/2023

An executive meeting of the Internal Quality Assurance Cell (IQAC) was convened on the 16th of December, 2023, at 11:00 a.m. in the IQAC office of the college. The meeting was presided over by the Hon'ble Principal, Dr. Trailokya Dehingia. At the outset, the IQAC Coordinator, Dr. Deepali Bhattacharjee, outlined the objectives of the meeting and urged the esteemed members to be present and cooperate during the NAAC Revisit scheduled for the 28th and 29th of December, 2023. She also invited suggestions from members to contribute effectively toward securing a favourable grade in the NAAC assessment.

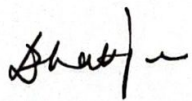
The external expert, Prof. Kalyan Bhuyan, shared his experiences as the IQAC Coordinator of Dibrugarh University. He provided valuable insights and extended his best wishes to Khowang College in its endeavours.

Among the other contributions, Sjt. Prahlad Todi, a local industrialist and active member of the IQAC, proposed establishing Memorandums of Understanding (MoUs) with local tea industries and Marwari Yuva Manch to foster collaborative efforts for the advancement of both the institution and the local community. Similarly, Mrs. Sumon Mech Dehingia, President of Kotoha Gaon Panchayat and a representative from the local society, assured financial support from the panchayat fund for the repair of the college's boundary wall.

Guardian member Mr. Mahendra Chetia and alumni member Mr. Dulen Boruah also shared their perspectives on realizing the future plans of the IQAC.

In concluding remarks, the Principal and Chairperson, Dr. Trailokya Dehingia, expressed optimism about receiving active cooperation from all IQAC members during and after the NAAC visit. The meeting concluded with a vote of thanks extended by the Chair.

  
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Ref. No.....

Date: 18-01-2024

**Agenda of Executive Meeting of IQAC held on 18/01/2024**

1. Discussion on NAAC Re-Assessment Result
2. Re-construction of IQAC
3. Vote of thanks
4. Declaration of end of the meeting

Principal  
Khowang College  
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## Proceeding of the Executive Meeting of IQAC held on 18/01/2024

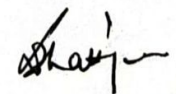
A meeting of the IQAC is held today on 18<sup>th</sup> of January, 2024 at 11 A.M. in the office of the IQAC of the college. The meeting is chaired by the chairperson of IQAC and Principal of the college, Dr. Trailokya Dehingia. At the outset, the Coordinator of IQAC, Dr. Deepali Bhattacharjee formally declared the result of the 3<sup>rd</sup> Cycle Visit (Revisit) of NAAC done on 28<sup>th</sup> and 29<sup>th</sup> of December, 2023 in which the college secured "B" Grade with a total CGPA of 2.50 and congratulated all including the Principal of the college for their unflinching support and coordination throughout the whole venture. The meeting also discussed various loopholes of the institution and discussed some remedial measures for overcoming them in the ensuing days.

In the meeting, a new committee of IQAC is also reconstituted with the inclusion of the Principal as the Chairperson, Dr. Padma Dutta, Dr. Sajmina Akhtar, Dr. Sachidananda Saikia, Kakoli Bonya Gogoi, Nityanandra Das as teacher members, Duleswar Dehingia as member from Senior Non-teaching Staff, the President of the Governing Body of the college, Mr. Bipin Chandra Sarmah as member from the management, Basanta Binod Tamuli (Village Head), Prahlad Todi (Industrialist), Dimbeswar Bezboruah (Guardian Member), Rajib Gogoi and Dulen Chandra Boruah (Members of Alumni), President, Students' Union of Khowang College as Nominees from Society/Guardian/Alumni, Prof. Ankur Bharali, Director of IQAC, Dibrugarh University as External Expert and Mr. Biju Chetia as the Coordinator of IQAC of the college.

In concluding remarks the Chairperson expressed his thankfulness to the entire team of IQAC for their industry and coordination, especially during the NAAC Peer Team Visit and offered his best wishes to the new committee of IQAC and urged everyone to do their level best for upliftment of the institution.

The meeting ended with a Vote-of-thanks to and from the Chair.

  
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Ref. No.....

Date: 16-05-2024

**Agenda of Executive Meeting of IQAC held on 16/05/2024**

1. Preparation of AQAR 2023-24
2. Preparation for AAA
3. Preparation of Annual Plan of Action
4. Vote of thanks
5. Others
6. Declaration of end of the meeting

  
Principal  
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Khowang Ghat

## **Proceeding of the Executive Meeting of IQAC held on 16/05/2024**

A meeting of the IQAC is held today on 16<sup>th</sup> of May, 2024 at 11 A.M. in the office of the IQAC of the college. The meeting is chaired by the chairperson of IQAC and Principal of the college, Dr. Trailokya Dehingia. At the outset, the Coordinator of IQAC, Mr. Biju Chetia handed over the agenda to the Chairperson and read out the objective of the meeting. The meeting is mainly on the agenda of Preparation of AQAR for the academic session 2023-24, Preparation for AAA and Preparation of Annual Plan of Action for the upcoming academic session of 2024-25.

The meeting discussed the progress in compiling the Annual Quality Assurance Report (AQAR) for the academic year 2023-24. All members were reminded of the deadline for submitting department-wise data. It was decided to submit the AQAR for the academic year 2023-24 before the stipulated deadline.

A timeline for the preparation of documents and logistics for the Academic and Administrative Audit (AAA) was also finalized in the meeting. Responsibilities were allocated to ensure smooth coordination for the visit.

The meeting gave suggestions on activities to be included in the Annual Plan of Action for the next academic year. Focus areas included measures for enhancement of teaching-learning processes, community outreach activities, promotion of research and activities for students support and progression. Members were requested to submit suggestions within one week for finalization.

The Co-ordinator, IQAC, Mr. Biju Chetia extended gratitude to all members for their valuable inputs and active participation.

The committee discussed miscellaneous issues, including the review of ongoing quality initiatives and upcoming workshops or seminars to enhance faculty and student performance.

The Chairperson declared the meeting officially concluded at 1 P.M.

  
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