



Joya Gogoi College  
Khumtai-785619  
Golaghat (Assam)  
Affiliated to Dibrugarh University



**Minutes of the IQAC Meeting held on 27/04/2019**

**AGENDA: Items 1:** Add on course on vocational course

**Items 2:** Collection of feedback form from all the stack holders particularly for quality aspects of NAAC.

**Chairperson:** Dr. S.R.B. Sarmah, Principal, Joya Gogoi College.

Members present in the meeting:

S.N	Name	Designation	Signature
1	MAIDUL MEOG.	Associate Prof.	
2	Rashmi K. Nask	Associate Prof.	
3	Amal Goswami	Associate Prof.	
4	Rishal Bhuyan	Asso. Professor	
5	Utpala Gogoi	Associate Prof.	
6	Jyoti Releha Gogoi		

After comprehensive analysis of the agendas, following resolutions were taken:

1.As per G. B's approval and decisions of college teacher's unit for financial assistance, the Add on courses will be started from 20<sup>th</sup> May 2019.

2.In the meeting, the IQAC was asked to start the process of feedback collection from all its stack holders particularly for satisfying the quality aspects of NAAC. The IQAC office bearers present in the meeting assured to start the process of feedback collection from the first week of May 2019.

Principal  
Joya Gogoi College  
Khumtai, Golaghat



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**Action taken reports of the IQAC Meeting held on 27/04/2019**

**IQAC, Joya Gogoi College-Khumtai**

- Add courses titled “Hair-style and Beautician” of duration 3 months (July-October, 2019) completed.
- Add courses titled “Assistant Electrician” of duration 3 months (July-October, 2019) completed.
- Add courses titled “Cutting, Knitting, Hand Embroidery/ Tailoring” of duration 3 months (July-October, 2019) completed.
- Feedbacks were collected from different stack holders of the college and different actions are planed for improvement of the college.

  
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**Minutes of the IQAC Meeting held on 21/06/2019**

**AGENDA: Items 1:** Organize a workshop on NEP.

**Items 2:** Organize a training program on effective use of ICT for the greater benefit of college faculty.

**Chairperson:** Dr. S.R.B. Sarmah, Principal, Joya Gogoi College.

Members present in the meeting:

S.N	Name	Designation	Signature
1	MRIDUL NEOG	Associate prof.	
2	Ranjana K. Nath	Associate Prof	
3	Kinshal Ashrayan	Assoc. Professor	
4	Amal Goswami	Associate Prof	
5	Utpala Gogoi	Associate Prof	
6	Jyoti Rekha Gogoi		

After comprehensive analysis of the agendas, following resolutions were taken:

1. The IQAC, proposed to organize a workshop on National Education Policy in the month of August 2019. The meeting resolved to hold the same.
2. IQAC of the college proposed to organize a training program on "Effective use of ICT for the greater benefit of college faculty and employees". The proposed has been accepted in the meeting. It was proposed the program would be held in the last week of September 2019.
3. IQAC resolved to organize career counselling program as well as popular lecture programs for the benefit of students of the college.

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**Action taken reports of the IQAC Meeting held on 21/06/2019**

**IQAC, Joya Gogoi College-Khumtai**

- 1) A state level workshop on India's Draft National Policy, 2019 with reference to reforms in Higher Education was held on 2<sup>nd</sup> November 2019.
- 2) A training program on Effective use of ICT in Quality Teaching-Learning and Office Management was held on 24<sup>th</sup> September, 2019.
- 3) A Symposium cum Focus group discussion on "Unemployment and alternative employment opportunities" was organized on 21<sup>st</sup> September, 2019.
- 4) A lecture session on "Popular Talk on Astronomy" was organized on 7<sup>th</sup> November, 2019.
- 5) A lecture session on "Manuscript Heritage of Assam" was held on 1<sup>st</sup> October, 2019.
- 6) A lecture series on "Creative Literature" in the memory of Assamese poet late Mridul Boruah on 12<sup>th</sup> October, 2019.

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Minutes of the IQAC Meeting held on 03/12/2019

**AGENDA: Items 1:** Construction of laboratory building for the proposed science stream.

**Items 2:** A joint meetings between various cells, committees, and departments.

**Chairperson:** Dr. S.R.B. Sarmah, Principal, Joya Gogoi College.

Members present in the meeting:

S.N	Name	Designation	Signature
1	MRIDUL NEOG.	Associate Prof.	
2	Ranjana K. Das	Assoc. Prof.	
3	Kushal Bhuyan	Assoc. Professor	
4	Utpala Gogoi	Associate Prof.	
5	Amal Goswami		
6	Jyoti Rekha Gogoi		

After comprehensive analysis of the agendas, following resolutions were taken:

1. To work out the plan for construction of Laboratory for the proposed Science stream and procurement of laboratory equipment.
2. For the submission of AQAR in the year 2019-20, a joint meeting between various cells, committees and departments must held.

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**Action taken reports of the IQAC Meeting held on 03/12/2019**

**IQAC, Joya Gogoi College-Khumtai**

- A committee was constituted for assessing pros and cons of proposed Science laboratory building as well as procurement of laboratory equipment.
- A joint meeting between HoDs of different departments of the college, cell and committees were held and a plan was laid out for the submission of AQAR in the year 2019-20.
- The college website was updated and upgraded for the submission of AQAR in the session 2019-20.

  
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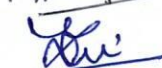

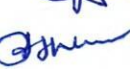

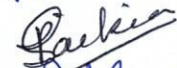



**Minutes of the IQAC meeting held on 28/12/2020**

- Agenda:**
- Item 1. Chair of the Chairperson
  - Item 2. Object of the meeting
  - Item 3. Regarding extension of peer team visit date
  - Item 4. Others
  - Item 5. Chairperson's comment and end of the meeting

**Chairperson:** Dr. Golap Borah, Principal, Joya Gogoi College

**Signatures of the members present:**

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Principal  
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**Resolution of the meeting:**

Today, the 28<sup>th</sup> day of Dec 2020, a joint meeting of IQAC and the staff was held in the principal's chamber, which was presided over by Dr. G. Borah Principal and chairman IQAC and the proceedings were recorded by Dr. A. Goswami, Coordinator of IQAC.

After taking chair by the chairperson, the objects of the meeting were explained by Dr. A. Goswami. In his object statement he stated that as NAAC office is asking the possibilities of peer team visit within the time schedule provided by us as -(i) 5<sup>th</sup> to 6<sup>th</sup> March 2021 (ii) 23<sup>rd</sup> and 24<sup>th</sup> March 2021 (iii) 29<sup>th</sup> and 30<sup>th</sup> March 2021.

So, for discussing and decided on the matters we assembled here, so that we can provide them a date for peer team.

After thorough discussion, especially on the dangerous covid-19 pandemic situation, the meeting decided to finalize the 3<sup>rd</sup> scheduled date i.e. 29<sup>th</sup> and 30<sup>th</sup> March 2021 as provided earlier.

So, the meeting advised the principal and the IQAC Coordinator to write a request letter for extension of peer team visit up to 29<sup>th</sup> and 30<sup>th</sup> March 2021.

In others context, the chairperson requested all to continue the NAAC related different activities parallelly with the daily classes so that we can face peer team in the month of March. With these comments, the chairperson concluded his speech and declared the end of the meeting.

  
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**Action taken reports of the IQAC Meeting held on 28/12/2020**

**IQAC, Joya Gogoi College-Khumtai**

- The coordinator Dr. A. Goswami communicated with the NAAC office and the peer team visit was finalized on 29<sup>th</sup> to 30<sup>th</sup> March, 2021.
- Due to the ongoing Covid 19 pandemic, the Academic council took initiatives for smooth conductance of classes by proper maintenance of social distancing.
- The various cells and committees of Joya Gogoi College has prepared the minutes as well as proceedings and performed activities concerning the NAAC peer team visit.

  
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**Minutes of the IQAC meeting held on 11/02/2021**

**Agenda:**

1. Chair of the chairperson
2. Object of the meeting
3. Regarding different paper works of the Departments/individual teachers
4. Student mentoring
5. Leave records
6. Departmental assets registration
7. Language lab
8. Smart class practice
9. Book shelf
10. Teacher nameplate (both Arts and Science)
11. News Bulletins
12. Science classroom modernization

**Signatures of the members present:**

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### Resolution of the meeting:

Today, on 11<sup>th</sup> Feb 2021, a joint meeting of IQAC and HODs and Bulletin committee was held in the IQAC room from 2.30 pm which was presided over by the Principal, Chairman, IQAC and the proceeding were recorded by Dr. A. Goswami, Co-ordinator, IQAC.

After taking chair by the chairperson, the objects of meeting were explained by Dr. A. Goswami, Co-ordinator, IQAC. In the statement of the objectives Dr. A. Goswami explained the objectives as per the agenda and the meeting discussed the issues one by one and taken the minutes as follows-

1. The coordinator explained that as all the departments have been preparing the documents as a continuous approach, those are- departmental report, Annual Activity Report, Teachers Diary, Student Attendance, Teacher's Self Appraisal Report, Students Mentoring Report, Leave Records, etc. Which are to be prepared cleanly and keep safe and sincerely to see by the NAAC Pear Team if they wanted to view. In this regard, the sample document papers are given to the teachers newly appointed in the Science Stream and try to make the understand by the senior teachers from the Arts Stream.
2. The meeting decided to prepare an Asset Register for each department including all the assets of them.
3. The Chairperson Dr. G. Borah, advised all the teachers to practice the Smart Board in class as well as White Board by using the projectors of each department, after a long gap of class due to Covid -19 situation.
4. Then the meeting discussed on the issue of Language Lab and asked the HOD, English to think of the matter to reuse the Lab with purposively as the Lab was attached with English Department. As per discussion, decision was taken to call the party, who installed the Lab for a demo again within a short period of time.

The meeting discussed on the matter of Book- Bank of each department. In this regard the Chairperson suggested every science department to prepare a Book- Bank for each department and keep sufficient books for students use and to issue the books with keeping proper records.

  
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**Action taken reports of the IQAC Meeting held on 11/02/2020**

**IQAC, Joya Gogoi College-Khumtai**

- The departments prepared Annual Activity Report, Teachers Diary, Student Attendance, Teacher's Self Appraisal Report, Students Mentoring Report, Leave Records etc. and kept it ready for peer team visit that is scheduled on 29<sup>th</sup> to 30<sup>th</sup> March, 2021.
- A training session was held for the faculty member aiming smooth utilization of smart board as well as projector.
- A short training session for the language lab was also held aiming reutilization of facility existent in the language lab.
- Newly introduced Science Departments prepared list for book banks and quotation are invited for purchase of books.

  
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**Minutes of the IQAC Meeting held on 25/01/2022**

**AGENDA:** Item 1. Academic Matters  
Item 2: Administrative Matters  
Item 3: Recruitment of staffs

**Chairperson:** Dr. Amiya Kr Das, Principal, Joya Gogoi College

Members present in the meeting:

Sl No.	Name	Designation	Signature
1	Dr. Ananta Gogoi	Coordinator, IQAC	
2	Mr. Ranjan Kr Nath	Member, IQAC	
3	Dr. Mridul Neog	Teacher representative	
4	Mrs. Jyotirekha Gogoi	Teacher representative	
5	Dr. Partha Saikia	Member, IQAC	
6	Dr. Jayanta Bhattacharyya	Member, IQAC	
7	Dr. Deizi Narah	Member, IQAC	
8	Mr. Bijit Borah	Member, IQAC	

After comprehensive analysis of the agendas, following resolutions were taken:

1. Resolved to form an internal NAAC fund committee with the contribution taken from the teaching and non-teaching members of college to meet the outstanding expenses of the prior NAAC peer team visit as well as to propel the various activities necessary for accreditation of the college.
2. It is decided to prepare academic calendars, class routine and sessional examination schedule in association with the academic committee for odd semester classes which is scheduled to be started from February 15, 2022.
3. Resolved to organize a workshop on NEP, 2020 and Redesigned NAAC manual by March, 2022.
4. Resolved to organize educational awareness camp in the nearby institutions located in the Khumtai locality.

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5. It is decided to suggest the authority of the college to expedite the process of appointments in three vacant posts of assistant professors in Science stream as well as two vacant post of non-teaching staff.

6. It is resolved to submit a proposal of Rs.5 lacks to NRL for laboratory equipment grant for Science stream.

*Principal*  
**Dr. Amiya Kumar Das.**  
**Joya Gogoi College**  
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**Action taken reports of the IQAC Meeting held on 25/01/2022**

**IQAC, Joya Gogoi College-Khumtai**

- A NAAC FUND committee was formed with the contribution taken from the teaching and non-teaching members of college. The expenditure of the committee shall be audited annually by two faculty members of the college and the contribution from the members is decided to continue till the NAAC peer visit.
- The academic calendars, class routine and sessional examination schedule are prepared by the academic committee and are being uploaded in the college website.
- Advertisement for the vacant post of assistant professors in the concerned department were published in the Assam Tribune and the recruitment process was initiated.
- A workshop on NEP, 2020 and Redesigned NAAC manual was held with active participation from the faculties of Joya Gogoi College as well as other neighbouring colleges.
- Joya Gogoi College organized various educational tours in nearby schools intimating the students about New Education Policy as well as importance of science education.

  
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**Minutes of the IQAC Meeting held on 10/05/2022**

- AGENDA:** Item 1: Academic Matters  
Item 2: Administrative Matters  
Item 3: Preparation for NAAC visit

**Chairperson:** Dr. Amiya Kr Das, Principal, Joya Gogoi College

**Members present in the meeting:**

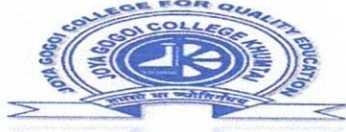
Sl No.	Name	Designation	Signature
1	Dr. Ananta Gogoi	Coordinator, IQAC	
2	Mr. Ranjan Kr Nath	Member, IQAC	
3	Mrs. Utpala Gogoi	Teacher representative	
4	Dr. Asfi Begum	Teacher representative	
5	Dr. Partha Saikia	Member, IQAC	
6	Dr. Jayanta Bhattacharyya	Member, IQAC	
7	Dr. Deizi Narah	Member, IQAC	
8	Mr. Bijit Borah	Member, IQAC	

**After comprehensive analysis of the agendas, following resolutions were taken:**

1. It is resolved that as per the guideline of NAAC fund management committee, the second instalment of contribution to NAAC fund is requested to deposit in the first week of July, 2022.
2. It is resolved to install CCTV in the girls hostel, renovate CCTV at the college premises.
3. It is resolved to renovate boys, girls and staff toilet facility of the college.
4. Resolve to assign Dr. Partha Saikia, member of IQAC to assist the online admission process in consultation with the admission committee.
5. It is decided to make home-to-home visit of the meritorious students who have recently passed the HS and HSLC examination with a vision of enriching enrolment in college.

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6. Resolved to arrange offline admission drive campaign by displaying holdings, banners at public places around the college.
7. Resolved to commemorate the days of national and international significance with mass involvement and public before the semester examination.

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**Action taken reports of the IQAC Meeting held on 10/05/2022**

**IQAC, Joya Gogoi College-Khumtai**

- The NSS cell and Women Shell of Joya Gogoi College have commemorated the days of national and international significance with mass involvement and public.
- The admission committee of Joya Gogoi College has arranged offline admission drive campaign by displaying holdings, banners at public places around the college as well as home visit to the meritorious students in the locality.
- Second installment of the fund were credited to the NAAC fund account by the respective faculty members and a plan is laid out for the utilization of the financial resources.
- The online admission process for the college was assisted by Dr. Partha Saikia and the data was stored for future communication with the university.

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**Minutes of the IQAC Meeting held on 02/07/2022**

**AGENDA:** Item 1: Academic Matters  
Item 2: Administrative Matters  
Item 3: AQAR data submission for the year 2019-20 & 2020-21

**Chairperson:** Dr. Amiya Kr Das, Principal, Joya Gogoi College

**Members present in the meeting:**

Sl No.	Name	Designation	Signature
1	Dr. Ananta Gogoi	Coordinator, IQAC	
2	Mr. Ranjan Kr Nath	Member, IQAC	
3	Dr. Kushal Bhuyan	Teacher representative	
4	Mrs. Gayotri Devi	Teacher representative	
5	Dr. Partha Saikia	Member, IQAC	
6	Dr. Jayanta Bhattacharyya	Member, IQAC	
7	Dr. Deizi Narah	Member, IQAC	
8	Mr. Bijit Borah	Member, IQAC	

**After comprehensive analysis of the agendas, following resolutions were taken:**

1. It is resolved to undertake green audit, energy audit and environment audit of the college by August, 2022.
2. It is decided to install solar street lights, construction of ramps to be completed by September, 2022.
3. To conduct the even semester examination, 2022 according to the guidelines of Dibrugarh university in the second half of July, 2022.
4. To submit AQAR reports for academic year 2020-21 and 2019-20 in the stipulated time.

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5. To renovate the girl's common room by installing a western type toilet, incinerator, and other essential items.

**Principal**  
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**Khumtai**



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**Action taken reports of the IQAC Meeting held on 02/07/2022**

**IQAC, Joya Gogoi College-Khumtai**

- The energy audit and environment audit of the college was carried out by the external auditor with the assistance from the Department of Physics, English as well as Chemistry.
- AQAR for the academic year 2020-21 and 2019-20 is prepared, submitted, and eventually accepted. The previous year AQARs are uploaded in the college website.
- Three solar lights were installed in the college campus and ground work for the ramp facilities were laid down in the college premise.
- An incinerator was installed in the girl's common room and toilet was also renovated.
- The even semester examination for the year 2022 was conducted following the guidelines of the Dibrugarh university.

Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



**OFFICE OF THE PRINCIPAL: JOYA GOGOI COLLEGE, KHUMTAI**

Minutes of the IQAC Meeting Date: 16/08/2023 Time: 3pm

**Agenda:** Discussion regarding Academic and Administrative Issues

**Chairperson:** Dr Amiya Kr Das, Principal *Amiya*

**Faculty Members Present:**

Mrs Jyoti Rekha Gogoi, Adl Vice Principal *Jyoti*

Mr Ranjan Kr Nath, Coordinator IQAC *Ranjan*

Dr. Sangita Borthakur, Assistant Coordinator *Borthakur*

Dr Dipa Boruah, Assistant Coordinator *Boruah*

Dr Partha Saikia, Assistant Coordinator *Partha*

Dr Pinki Saikia, Assistant Coordinator *Pinki*

Dr Jayanta Bhattacharyya, Convenor *Jayanta*

Dr Kushal Bhuyan, Member *Kushal*

Dr Pankaj Bhuyan, Member *Pankaj*

Dr. Archana Saikia, Member *Archana*

Mr. Bijit Bora, Member *Bijit*

**Minutes of the Meeting:**

- 1) Discussion taken to start the various Add on Courses
- 2) Discussion Taken to organise the Programmes on Gender Equity, Professional Ethics, Human Values and Cyber Security, Counselling for defence recruitment.
- 3) Discussion taken to strengthen the Feedback System of the different Stakeholders

**Resolution:**

- 1) The meeting unanimously resolved that the departments of Mathematics, Physics, Chemistry, History and Economics will take initiative to start the Add-On Courses in the Current academic Session.
- 2) The meeting Unanimously resolved that the seminar/workshops on gender sensitisation, professional ethics as well as Human values will be organised by Women Cell, Code of conduct committee and Department of Education, respectively. A counselling programme on recruitment in defence will be conducted by IQAC in collaboration with Ex-army association, Golaghat.
- 3) The meeting unanimously resolved that the existing Add-On Courses on Knitting, Cutting, Tailoring, and Beautician Course will be continued.
- 4) The meeting advised the convenor of the 1<sup>st</sup> Criterion Committee to take necessary measures to collect feedbacks from all stakeholders for all academic session 2018-19 to 2022-23.
5. The details of the Project/Field works will be submitted by the concerned department. The format will be provided by the convenor of the criterion committee.

*Amiya* 17/08/2023  
(Dr. Amiya Kr. Das)

Principal

Joya Gogoi College

Khumtai-785619

*Amiya*  
Principal & Secretary  
Joya Gogoi College  
Khumtai



OFFICE OF THE PRINCIPAL

## JOYA GOGOI COLLEGE, KHUMTAI

P.O. Khumtai, Dist : Golaghat, Pin-785619 (Assam)  
Ph-9854714773, E-mail. : principal.jgc@gmail.com

Ref.No. JGC/IQAC/05/23

Date : 17/08/2023

Dr. Amiya Kumar Das. M.A.Ph.D  
Principal

Minutes of the IQAC Meeting Date:16/08/2023 Time: 3pm

**Agenda:** Discussion regarding Academic and Administrative Issues

**Chairperson:** Dr Amiya Kr Das, Principal

**Faculty Members Present:**

Mrs Jyoti Rekha Gogoi, Adl Vice Principal

Mr Ranjan Kr Nath, Coordinator IQAC

Dr. Sangita Borthakur, Assistant Coordinator

Dr Dipa Boruah, Assistant Coordinator

Dr Partha Saikia, Assistant Coordinator

Dr Pinki Saikia, Assistant Coordinator

Dr Jayanta Bhattacharyya, Convenor

Dr Kushal Bhuyan, Member

Dr Pankaj Bhuyan, Member

Dr.Archana Saikia, Member

**Minutes of the Meeting:**

- 1) Discussion taken to start the various Add on Courses
- 2) Discussion Taken to organise the Programmes on Gender Equity, Professional Ethics, Human Values and Cyber Security, Counselling for defence recruitment.
- 3) Discussion taken to strengthen the Feedback System of the different Stakeholders

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5. The details of the Project/Field works will be submitted by the concerned department. The format will be provided by the convenor of the criterion committee.

(Dr. Amiya Kr. Das)  
Principal

Joya Gogoi College  
Khumtai-785619

Principal & Secretary  
Joya Gogoi College  
Khumtai

OFFICE OF THE PRINCIPAL: JOYA GOGOI COLLEGE, KHUMTAI

Minutes of IQAC Meeting



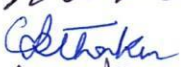

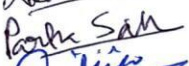







Date: 18/08/2023

Time: 2:30 pm

**Agenda:** Discussion regarding Criterion-3 (Research, Innovations and Extension) of SSR and some Academic Issues.

**Chairperson:** Dr. Amiya Kr. Das, Principal


**Faculty Members Present:**

1. Mrs. Jyoti Rekha Gogoi, Addl. Vice Principal. 
2. Mr. Ranjan Kr. Nath, IQAC, Coordinator. 
3. Dr. Sangita Borthakur, Asst. Coordinator. 
4. Dr. Deepa Baruah, Asst. Coordinator. 
5. Dr. Partha Saikia, Asst. Coordinator. 
6. Dr. Pinky Saikia, Asst. Coordinator. 
7. Mrs. Utpala Gogoi, Member. 
8. Dr. Mridul Neog, Member. 
9. Dr. Taposh Boruah, Member. 
10. Dr. Paresh Ch. Kalita, Member. 
11. Dr. Jayanta Bhattacharyya. 
12. Mr. Provid Langthasa, Member. 

Today the meeting has been started with the welcome address by the Principal Dr. Amiya Kr. Das. At the very outset, the meeting has express deep condolence on the death of renowned Educationist and Social worker late Deben Dutta, Retd. Professor of Cotton College. The Coordinator Mr. Ranjan Kr. Nath has recapped about the previous review meeting. After an elaborate discussion on various key indicators on Criterion 3- Research, Innovations and Extension, the following resolutions have been taken:

**Resolutions:**

- ✓ 1. The meeting has unanimously resolved to organize a seminar on Research Methodology by Chemistry Department.
2. The meeting has unanimously resolved to organize a seminar/ workshop on Livelihood by Education Department. The department is also assigned to organize a workshop on handmade soap making.
- ✓ 3. Dr. Paresh Ch. Kalita has been assigned the responsibility to talk with the concern Department of Extension Service of AAU, Jorhat regarding the MoU with KVK, Khumtai.
- ✓ 4. The meeting has unanimously resolved to organize various Entrepreneurship development programmes on Fishery, Poultry, Dairy etc.
- ✓ 5. The meeting has assigned the responsibility to organize a workshop on the preparation of hand sanitizer by the Chemistry Department of the college.
6. The meeting has assigned the responsibility to the Department of Education, Department of English and Economics for the teacher exchange programme to make the MoU functional with Kamargaon College and Melamora College.
- ✓ 7. The meeting has appeal to the Co-ordinator of NSS to collect the letter of Appreciation for their extension activities with whom they are collaborating.
- 8: The meeting has unanimously resolved to have MoU with Kaziranga National Park authority and Gibbon Wild Life Sanctuary. Dr. Deepa Baruah will take initiative in this regard.
9. The meeting has taken decision to make all possible arrangement for a MoU with Kaliani Club of NRL for various extension activities. Dr. Taposh Baruah will take initiative in this regard.
10. The meeting has assigned the responsibility to Dr. Paresh Ch. Kalita, the coordinator of NEP task force to do all possible with various agencies for Internship of our students of FYUP.
- ✓ 11. The meeting has requested Mrs. Utpala Gogoi to restart the Add-on course on Cutting, Knitting and Tailoring, Beautician Course to the existing concerned coordinators.

  
(Dr. Amiya Kr. Das)  
Principal  
Joya Gogoi College  
Khumtai-785619



# Office of the Principal : Joya Gogoi College

## Minutes of IQAC Meeting

Date:25/08/2023

Time:3pm

**Agenda: Discussion regarding Infrastructure and Learning resources.**



Chaireperson: Dr Amiya Kr Das,Principal

### Faculty members present:

Dr.Goloap Borah,Administrative V.P and Convenor

Ms. Jyoti Rekha Gogoi,Adl V.P.

Mr.Ranjan Kumar Nath,Coordinator

Dr.Sangita Borthakur,Assistant Coordinator

Dr.Dipa Bourah,Assistant Coordinator

Dr.Partha Saikia,Assistant Coordinator

Dr.Pinky Saikia,Convenor and Assistant Coordinator

Mr Mohendra Hazarika ,Member

Dr.Mridul Neog,Member

### Minutes of the meeting:

- Decision has been taken for the new audit format which will be prepared by Dr Partha Saikia, Dr Pinky Saikia and Dr Subrat Jyoti Bora and will be placed before the exiting auditor for new model.
- Decision has been taken that Dr. Asfi Begum ,the previous convenor of the College, Gymnasium,will be the convenor and Mr Provid Langthasa,assistant professor of the department of Mathematics will be the new member. All the required documents of Gymnasium related activities will be provided by the convenor to the IQAC.
- The meeting has appealed all the Departments to Conduct ICT based Classes as per the facilities existing in the class room. Decision has been taken to construct ICT Cell and also requested all the HoDs to keep ready all the required documents for SSR submission.
- Decision has been taken that all the sports facilities report will be submitted by Mr Mohendra Hazarika, Associate Professor, Department of Political Science .
- The meeting has assigned the responsibility of Website management of the college to Dr Partha Saikia and Dr Subrat Jyoti Bora.
- The meeting has requested Dr.Golap Bora Sir, Adminstrative Vice Principal, to provide all the necessary documents and purchasing receipts of various equipments.

Dr. Amiya Kr. Das

Principal

Joya Gogoi College, Khumtai



Joya Gogoi College  
Khumtai-785619  
Golaghat (Assam)  
Affiliated to Dibrugarh University



**Minutes of IQAC Meeting held on 25/08/2023**

**Agenda:** Discussion regarding Criterion 4: Infrastructure and Learning resources.

**Chairperson:** Dr Amiya Kr Das, Principal

**Time:** 3pm

**Faculty members present:**

Name	Signature
Dr.Goloap Borah, Administrative V.P and Convenor	
Mrs. Jyoti Rekha Gogoi, VP (Additional)	
Mr. Ranjan Kumar Nath, Coordinator, IQAC	
Dr. Sangeeta Borthakur, Assistant Coordinator	
Dr. Partha Saikia, Assistant Coordinator	
Dr. Pinky Saikia, Asst. Coordinator.	
Mr Mohendra Hazarika, Member	
Dr. Mridul Neog, Member	

**Resolutions of the meeting:**

- Decision has been taken for the new audit format which will be prepared by Dr Partha Saikia, Dr Pinky Saikia and Dr Subrat Jyoti Bora and will be placed before the exiting auditor for new model.
- Decision has been taken that Dr. Asfi Begum, the previous convenor of the College, Gymnasium, will be the convenor and Mr Provid Langthasa, assistant professor of the department of Mathematics will be the new member. All the required documents of Gymnasium related activities will be provided by the convenor to the IQAC.

Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



Joya Gogoi College  
Khumtai-785619  
Golaghat (Assam)  
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**Action taken reports of the IQAC Meeting held on 25/08/2023**

**IQAC, Joya Gogoi College-Khumtai**

- (a) An audited statement in the new format has been prepared and submitted for review by external auditor.
- (b) The college website is updated with necessary documents and designed especially for submission of NAAC SSR.
- (c) ICT cell is constructed and preparation is going on for purchase of new ICT based tools.
- (d) Gymnasium is opened for all students and necessary steps are taken for procurement of addition equipment necessary for the Gym.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai

Minutes of IQAC Meeting

Date: 29/8/2023



Chaireperson- Dr Amiya Kr Das, Principal

Faculty members Present:

Mrs Jyoti Rekha Gogoi, VP, (Additional)

Mr Ranjan Kumar Nath ,Coordinator IQAC

Dr Sangita Borthakur, Assitant Coordinator

Dr Deepa Boruah, Assistant Coordinator

Dr. Partha Saikia, Assistant Coordinator

Dr Amal Goswami, Convenor, Anti-Ragging Committee

Mr Rupam Tamuli, Convenor

Miss Eva rani Hazarika, Convenor

Dr Dhruba Jyoti Saikia, Member

Gayatri Devi, Member

Minutes of the Meeting:

- Decision has been taken to organise Career counselling programme on IIT- JAM/DU Entrance/CUET in Collaboration with Science Departments, Joya Gogoi College. The meeting has requested to the Convenor of Career Counselling Cell to take initiative regarding the Programme.
- The meeting has decided to organize Self Defence Programme for Girls Students and requested to Women Cell to organise the programme.
- Decision has been taken to organise programmes under the banner of Sexual Harassment & Gender Sensitisation Cell in Collaboration with IQAC.
- The meeting has requested to the ICT Cell to organise the programmes on ICT.
- The meeting has decided to organise Blood Donation camp under the banner of Alumni Association, JGC and requested to Dr. Mridul Neog, Coordinator of Alumni Association to take initiative for the programme and other related activities..
- Decision has been taken to organise programme on Creative learning/ language & Communication Skill for the benefit of students and the task has been assigned to the Assamese & English Department
- The meeting has requested to the Grievance & Redressal cell's convenor to prepare an oline application for the students to be uploaded in the College Website, action taken report, minutes of the meeting for SSR preparation.
- The meeting has requested to all the sub-committees to prepare at least 5 Minutes for SSR.

  
Principal 29/8/2023

Joya Gogoi College, Khumtai

Principal & Secretary

Joya Gogoi College, Khumtai  
Golaghat



Joya Gogoi College  
Khumtai-785619  
Golaghat (Assam)  
Affiliated to Dibrugarh University



### Minutes of IQAC Meeting held on 29/08/2023

**Agenda:** Discussion regarding Criterion 5: Student support and progression.

**Chairperson:** Dr Amiya Kr Das, Principal

**Time:** 3pm

Faculty members present:

Name	Signature
Mrs. Jyoti Rekha Gogoi, VP (Additional)	
Mr. Ranjan Kumar Nath, Coordinator, IQAC	
Dr. Sangeeta Borthakur, Assistant Coordinator	
Dr. Partha Saikia, Assistant Coordinator	
Dr. Pinky Saikia, Asst. Coordinator	
Dr. Deepa Baruah, Asst. Coordinator	
Dr Amal Goswami, Convenor, Anti-Ragging Committee	
Mr Rupam Tamuli, Convenor	
Miss Eva rani Hazarika, Convenor	
Dr Dhruba Jyoti Saikia, Member	
Mrs. Gayatri Devi, Member	

### Resolutions of the Meeting:

a) Decision has been taken to organize Career counselling program on IIT- JAM/DU Entrance/CUET in Collaboration with Science Departments, Joya Gogoi College. The meeting has requested to the Convenor of Career Counselling Cell to take initiative regarding the Program.

Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai




**Joya Gogoi College**  
**Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**

**Action taken reports of the IQAC Meeting held on 29/08/2023**

**IQAC, Joya Gogoi College-Khumtai**

- A career counselling was organized by Joya Gogoi College Career Counselling Cell for the IIT- JAM/DU Entrance/CUET aspirants with collaboration with the department of Mathematics.
- The Joya Gogoi College Women Cell organized a month-long self-defense program for girl student from 29/09/2023 to 29/10/2023.
- A blood donation camp was organized by the Alumni Association of Joya Gogoi College under supervision of Dr. Mridul Neog, Coordinator of Alumni Association.
- Various subcommittees such as the Code of Conduct, Internal Complaint Committee has prepared the minutes and uploaded in the college website.
- Department of Assamese and Department of English organized a Skill Enhancement Program on 7<sup>th</sup> September, 2023 titled “Creative Writing for the Beginners” with Mrs. Tejoswita Saikia as resource person.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



**Joya Gogoi College**  
**Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**



- b) The meeting has decided to organize Self Defense Program for Girls Students and requested to Women Cell to organise the program.
- c) Decision has been taken to organise program under the banner of Sexual Harassment & Gender Sensitization Cell in Collaboration with IQAC.
- d)The meeting has requested to the ICT Cell to organise the program on ICT.
- e) The meeting has decided to organise Blood Donation camp under the banner of Alumni Association, JGC and requested to Dr. Mridul Neog, Coordinator of Alumni Association to take initiative for the program and other related activities.
- f) Decision has been taken to organise program on Creative learning/ language & Communication Skill for the benefit of students and the task has been assigned to the Assamese & English Department
- g) The meeting has requested to the Grievance & Redressal cell's convenor to prepare an online application for the students to be uploaded in the College Website, action taken report, minutes of the meeting for SSR preparation.
- h) The meeting has requested to all the sub-committees to prepare at least 5 Minutes for SSR.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



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Khumtai-785619  
Golaghat (Assam)  
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**Minutes of IQAC Meeting held on 31/8/2023**

**Agenda-** Discussion on Governance, leadership, and management

**Chairperson:** Dr. Amiya Kr.Das, Principal

**Time:** 11AM

**Faculty members present:**

Name	Signature
Mrs. Jyoti Rekha Gogoi, VP (Additional)	
Mr. Ranjan Kumar Nath, Coordinator, IQAC	
Dr. Sangeeta Borthakur, Assistant Coordinator	
Dr. Partha Saikia, Assistant Coordinator	
Dr. Subrat Jyoti Borah, Convenor	
Dr. Gitima Borah Hazarika, Member	
Dr. Jyotimala Hazarika, Member	
Dr. Janmoni Moran, Member	
Dr. Pampi Sarmah, Member	
Mrs. Bonani Saikia, Member	

**Resolutions of the Meeting:**

- The meeting has decided to incorporate about NEP and Community Development in Mission and Vision of the College that is present in Criteria 6 of SSR.
- While preparing SSR it is to be mentioned about full implementation of NEP in Joya Gogoi College from August 2023.
- Decision has been taken about implementation of e-governance in Administration, Finance, Accounts, Students Admission and Examination in ERP (Enterprise Resource Planning) Document.

Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai





**Joya Gogoi College**  
**Khumtai-785619**  
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**Affiliated to Dibrugarh University**

- d) The meeting has decided to provide financial support to faculties for attending workshops, seminars etc.
- e) Decision has been taken to organise a Professional Development Programme for both Teaching and Non-Teaching Staffs.
- f) The meeting has requested the Senior Faculties of College to participate in Short Term Programme Course.
- g) The meeting has requested all faculties to participate in FDP/ Refresher Course/Other Professional Course.
- h) Decision has been taken in the meeting to register in NIRF (National Institute Ranking Framework).
- f) The meeting has decided to make Dr. Partha Saikia as Convenor of NIRF registration and participation.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
K'




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**Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**

**Action taken reports of the IQAC Meeting held on 31/8/2023**

**IQAC, Joya Gogoi College-Khumtai**

- Joya Gogoi College has registered in the NIRF portal. Dr. Partha Saikia is registered as the nodal officer of the NIRF portal for smooth conductance of the registration process.
- The E-governance through the ERP portal is initiated. Students' data base, class time table as well as teaching profile is being updated in the ERP portal.
- The vision and mission of the college is updated incorporating the NEP and community development in the website.
- A professional development program entitled "DDOs activities and responsibilities in Fin Assam Transaction" is carried out on 9<sup>th</sup> November, 2023 with Mrs. Murchana Dutta as resource person.
- A message has conveyed by the IQAC to the senior faculties to take part in Short Term Programme Course and participation in such courses is ensured by a few senior faculty members.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



OFFICE OF THE PRINCIPAL  
**JOYA GOGOI COLLEGE, KHUMTAI**

P.O. Khumtai, Dist : Golaghat, Pin-785619 (Assam)  
Ph-9854714773, E-mail. : principal.jgc@gmail.com

Ref.No. JGC/DGLM/03/23




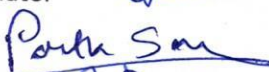





Date : 08/09/2023

Dr. Amiya Kumar Das. M.A.Ph.D  
Principal

Office of the Principal: Joya Gogoi College, Khumtai  
Minutes of IQAC Meeting  
Date: 31/8/2023

**Agenda- Discussion on Governance, leadership and management**  
Chairperson: Dr. Amiya Kr.Das, Principal

**Faculty Members Present:**

Mrs. Jyoti Rekha Gogoi, VP ( Additional )   
Mr. Ranjan Kumar Nath, Coordinator, IQAC   
Dr. Sangeeta Borthakur, Assistant Coordinator   
Dr. Partha Saikia, Assistant Coordinator   
Dr. Subrat Jyoti Borah, Convenor   
Dr. Gitima Borah Hazarika, Member   
Dr. Jyotimala Hazarika, Member  
Dr. Janmoni Moran, Member   
Dr. Pampi Sarmah, Member   
Mrs. Bonani Saikia, Member 

**Minutes of the Meeting:**

- The meeting has decided to incorporate about NEP and Community Development in Mission and Vision of the College that is present in Criteria 6 of SSR.
- While preparing SSR it is to be mentioned about full implementation of NEP in Joya Gogoi College from August 2023.
- Decision has been taken about implementation of e-governance in Administration, Finance, Accounts, Students Admission and Examination in ERP (Enterprise Resource Planning) Document.
- The meeting has decided to provide financial support to faculties for attending workshops, seminars etc.
- Decision has been taken to organise a Professional Development Programme for both Teaching and Non-Teaching Staffs.
- The meeting has requested the Senior Faculties of College to participate in Short Term Programme Course.
- The meeting has requested all faculties to participate in FDP/ Refresher Course/Other Professional Course.
- Decision has been taken in the meeting to register in NIRF (National Institute Ranking Framework).
- The meeting has decided to make Dr.SubratJyoti Borah as Convenor of NIRF registration and participation.

  
Principal

Principal  
Joya Gogoi College  
Khumtai, Golaghat



Joya Gogoi College  
Khumtai-785619  
Golaghat (Assam)  
Affiliated to Dibrugarh University

**Minutes of IQAC Meeting held on 11/09/2023**

**AGENDA:** Discussion regarding Criterion-2 (Teaching, Learning and Evaluation)

**Chairperson:** Dr. Amiya Kr Das, Principal, Joya Gogoi College

**Faculty Members present:**

Sl No.	Name	Designation	Signature
1	Dr. Ananta Gogoi	Convenor, Criterion 2	
2	Mr. Ranjan Kr Nath	Coordinator, IQAC	
3	Mrs. Jyoti Rekha Gogoi	VP (Additional)	
4	Dr. Sangita Borthakur	Member, IQAC	
5	Dr. Partha Saikia	Member, IQAC	
6	Dr. Deepa Boruah	Member, IQAC	
7	Dr. Pinky Saikia	Member, IQAC	

**Resolutions of the meeting:**

1. The meeting unanimously discuss about the preparation of SSR.
2. The meeting has mentioned the participation of Dr. Partha Saikia in other Criterion committees also.
3. The meeting has decided to take graphical presentation for the student satisfactory survey.
4. The meeting has discussed about the smaller number of computers as compared to student nos.
5. The meeting unanimously discussed about the procurement of ICT tools from the IQAC funds.
6. The meeting has decided to utilize funds from college magazine and Sports head for procuring ICT tools.
7. The meeting has resolved that necessary steps will be taken for the preparation of departmental Wall magazine.
8. The meeting unanimously resolved the procurement of 3No's of Projector and two Smart TV.

Principal  
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Khumtai



Joya Gogoi College  
Khumtai-785619  
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**Action taken reports of the IQAC Meeting held on 11/09/2023**

**IQAC, Joya Gogoi College-Khumtai**

- Dr. Partha Saikia has been actively collaborating with other Criterion Committees in the preparation of necessary document for SSR submission.
- Quotations for procurement of ICT tools have been invited from various parties for the purchase of Projectors, smart TVs etc all.
- 5 no of desktop computers have been renovated for students to increase the computer to student ratio.
- Dr. Jayanta Bhattacharyya has been assigned the responsibility for the student satisfaction survey at the time of NAAC SSR submission.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



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Khumtai-785619  
Golaghat (Assam)  
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**Minutes of IQAC Meeting held on 18/9/2023**

**Agenda:** Discussion regarding Criterion-7 (Institutional Values and Best Practices).

**Chairperson:** Dr. Amiya Kr. Das, Principal

**Time:** 11AM

**Faculty members present:**

Name	Signature
Mrs. Jyoti Rekha Gogoi, VP (Additional)	
Mr. Ranjan Kumar Nath, Coordinator, IQAC	
Dr. Sangeeta Borthakur, Assistant Coordinator	
Dr. Partha Saikia, Assistant Coordinator	
Dr. Pinky Saikia, Asst. Coordinator.	
Dr. Asfi Begum, Convenor.	
Dr. Jyotimala Hazarika, Member	
Dr. Gitima Bora Hazarika, Member	
Dr. Deiji Narah, Member	
Dr. Bidisha Rani Bora, Member	
Ms. Anita Saini, Member	

Today the meeting started with the welcome address by the Coordinator Mr. Ranjan Kr. Nath. At the very beginning, Principal, Dr. Amiya Kr. Das recapped about the previous review meetings in brief. After an elaborate discussion on various key indicators on Criterion 7- Institutional Values and Best Practices, the following resolutions have been taken:

Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



**Joya Gogoi College**  
**Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**

### **Resolutions of the meeting:**

1. The meeting has unanimously decided that the convenor of the 7th Criterion Committee, Dr. Asfi Begum will take the initiative to organize Self Defence Programme for Girls Students and requested the Women Cell, Joya Gogoi College to organise the programme.
2. The meeting has decided to install solar lights in the College as well as the hostel campus.
3. The meeting has assigned the responsibility to the Committee for preparation of policy for the management of non-degradable waste.
4. Decision has been taken up by the meeting that the College will take the initiative to set up concrete vermicompost bed. Also, decision has been taken that the degradable waste generated within the college will be used up for vermicompost preparation.
5. Decision has been taken to install bamboo/steel/plastic dustbins for the segregation of dry and wet waste generated within the college campus.
6. The meeting has resolved that necessary steps will be taken for the treatment of hazardous chemical waste generated in the Chemistry laboratory.
7. The meeting has unanimously taken the initiative of selling the e-waste (non-degradable) generated within the college campus and the amount obtained by selling the e-waste products to be used in the procurement of dustbins.
8. The meeting has decided that the remaining e-waste will be managed or stored in separate room/gudam.
9. The meeting has unanimously resolved to renovate the rain water harvesting system of the college. Also, decision has been taken that the collected rain water shall be diverted towards the student's washroom tank.
10. The meeting has decided to relocate the Green House in some other part of the College campus. Also decision has been taken for earth filling by the side of the pond.
11. The meeting unanimously resolved that initiative will be taken to recycle the plastic bottles discarded in the college campus as flower pots.
12. The meeting has also requested the college authority to indulge one person for gardening and maintenance purpose, for the beautification of the college.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



**Joya Gogoi College**  
**Khumtai-785619**  
**Golaghat (Assam)**  
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13. The meeting has unanimously decided that a Campus Cleaning programme will be led by the CTO of NCC, Dr. Jayanta Bhattacharyya in collaboration with the NSS unit of the college.
14. The meeting has unanimously resolved that green audit will be followed up with a meeting with the faculty members of Zoology, Botany and Chemistry along with the Convenor of the Committee.
15. The meeting has also resolved that a beyond the Campus Plantation Programme will be conducted by NSS in collaboration with IQAC of the college.
16. The meeting unanimously resolved that the Webinar/Online talk/Lecture series for the initiative of Green campus will be done by the Criterion committee. Also decision has been taken that the criterion committee will organize street play for Green Campus initiative
17. Discussion has been taken to construct Disabled-friendly washrooms and build ramps wherever necessary. Also decision has been taken to install Green signboards in the whole college campus as well as to install signboards in the Playground campus.
18. The meeting has resolved to observe World Peace Day on 21st September.
19. The meeting has assigned the responsibility to the Department of Zoology to observe World Rhino Day on 22nd September.
20. The meeting has unanimously resolved to observe International Translation Day by Assamese/English Department on 30th of September.
21. The meeting has unanimously resolved to observe Constitution Day by Political Science Department on 22nd of November.
22. The meeting has unanimously resolved that for Best Practices of the Institution, visit to orphanage and Old age homes will be done by the Women cell, Joya Gogoi College.
23. Decision has been taken that for best practice of the College –Women empowerment programme for the women of nearby villages will be conducted by Women cell Joya Gogoi College. Also decision has been taken that for economic empowerment of women programmes such as cake baking will be initiated.
24. The meeting has also resolved to maintain a clean and green campus as an initiative for Best Practice.



Principal  
**Dr. Amiya Kumar D.**  
**Joya Gogoi College**  
**Khumtai**



OFFICE OF THE PRINCIPAL: JOYA GOGOI COLLEGE, KHUMTAI

Minutes of IQAC Meeting

Date: 18/09/2023

Time: 11:00 am

**Agenda: Discussion regarding Criterion-7 (Institutional Values and Best Practices) of SSR.**

Chairperson: Dr. Amiya Kr. Das, Principal

**Faculty members present:**

1. Mrs. Jyoti Rekha Gogoi, Addl. Vice Principal.
2. Mr. Ranjan Kr. Nath, IQAC, Coordinator.
3. Dr. Sangita Borthakur, Asst. Coordinator.
4. Dr. Deepa Baruah, Asst. Coordinator.
5. Dr. Partha Saikia, Asst. Coordinator.
6. Dr. Pinky Saikia, Asst. Coordinator.
7. Dr. Asfi Begum, Convenor.
8. Dr. Jyotimala Hazarika, Member.
9. Dr. Gitima Bora Hazarika, Member.
10. Dr. Deiji Narah, Member.
11. Dr. Bidisha Rani Bora, Member.
12. Ms. Anita Saini, Member.

*Jyoti Gogoi*

*Ranjan Nath*

*Sangita Borthakur*

*Deepa Baruah*

*Partha Saikia*

*Pinky Saikia*

*Asfi Begum*

*Jyotimala Hazarika*

*Gitima Bora Hazarika*

*Deiji Narah*

*Bidisha Rani Bora*

*Anita Saini*

The meeting started with the welcome address by the Coordinator Mr. Ranjan Kr. Nath. At the very beginning, Principal, Dr. Amiya Kr. Das recapped about the previous review meetings in brief. After an elaborate discussion on various key indicators on Criterion 7- Institutional Values and Best Practices, the following resolutions have been taken:

**Resolutions:**

1. The meeting has unanimously decided that the convenor of the 7<sup>th</sup> Criterion Committee, Dr. Asfi Begum will take the initiative to organize Self Defence Programme for Girls Students.

2. The meeting has decided to increase the number of solar lights in the College campus depending upon the availability of IQAC fund.

3. The meeting has assigned the responsibility to the Convenor of the Committee for preparation of policy for the management of non-degradable wastes.

4. Decision has been taken up by the meeting that the Convenor of the Committee will take up the initiative to set up concrete vermicompost bed in consultation with the Chairperson cum Principal, IQAC of JG College.

5. Decision has been taken to install bamboo/steel dustbins at proper places in the college campus.

6. The meeting has resolved that necessary steps will be taken by the Department of Chemistry, for the treatment of hazardous chemical waste generated in the laboratories.

7. The meeting has unanimously taken the initiative of selling the e-waste (non-degradable) and the amount so obtained to be used in the procurement of dustbins.

8. The meeting has decided that the remaining e-waste will be managed or stored in separate room/godown. Also initiative will be taken to recycle the plastic bottles discarded in the college campus as flower pots.

9. The meeting has unanimously resolved to renovate the rain water harvesting system. Also the collected rain water will be properly utilized.

10. If possible, the meeting has decided to relocate the Green House in some other part of the College campus. Also decision has been taken for earthfilling by the side of the pond.

11. The meeting has unanimously decided that a Campus Cleaning programme will be lead by the CTO of NCC, Co-ordinator of NSS unit of the college. The College authority will provide one person to look after the beautification of the campus. Also an outside Plantation Programme will be conducted by NSS in collaboration with IQAC of the college.

12. The meeting has unanimously resolved that Green audit initiative will be taken up by the Departments of Zoology, Botany and Chemistry.

13. The meeting unanimously resolved that for the Best Practice the Green campus initiative will be taken by the concerned criterion committee and also initiative will be taken to organize Webinar/Online talk/Lecture series/street play etc.

14. Discussion has been taken to construct Disabled-friendly washrooms, ramp and railing facilities, install Green signboards wherever necessary.

15. The meeting has resolved to observe World Peace Day on 21<sup>st</sup> September, World Rhino Day on 22<sup>nd</sup> September and Constitution Day on 22<sup>nd</sup> of November by IQAC, Department of Zoology and Department of Political Science respectively.

16. Decision has been taken to strengthen the Best Practice of the College by organizing Women empowerment programme for the women of nearby villages, visiting orphanage and Old age homes etc. will be conducted by Women cell Joya Gogoi College, Khumtai.

  
Dr. Amiya Kr. Das

Principal

Joya Gogoi College, Khumtai

**Principal**  
**Joya Gogoi College**  
**Khumtai, Golaghat**



**Joya Gogoi College**  
**Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**

**Action taken reports of the IQAC Meeting held on 18/9/2023**

**IQAC, Joya Gogoi College-Khumtai**

- World Peace Day was observed on 21<sup>st</sup> September, World Rhino Day was observed on 22<sup>nd</sup> September by Department of Zoology and Constitution Day was observed on 22<sup>nd</sup> of November by Political Science Department along with active participation of students.
- The Women Cell of Joya Gogoi College organized a month-long self-defence camp for the girl's student with Mrs. Moon Moon Ali as instructor.
- A concrete vermicompost bed has been set up along with a unit for decomposition of degradable solid waste generated within the college.
- A green Audit report is prepared by Department of Botany with active participation from Department of Zoology and Chemistry.
- A botanical garden is being set-up with a person assigned for gardening and maintenance purpose.
- A policy for the management of non-degradable waste in the college is prepared and necessary steps being taken for the same.
- Steps are being taken to install disabled friendly washrooms, ramps for physically challenged person as well as to set-up green sign boards within the campus.

  
Principal  
Dr. Amiya Kumar Das  
Joya Gogoi College  
Khumtai



**Joya Gogoi College, Khumtai-785619**  
**Golaghat (Assam)**  
**Affiliated to Dibrugarh University**

**Minutes of IQAC Meeting**

**Date: 6/2/2024**

**Chairperson: Dr. Amiya Kumar Das, Principal, JGC**

**Agenda of the meeting:**

- 1) Discussion on the progress of criterion committee works
- 2) Discussion on the submission of AQAR, IIQA & SSR
- 3) Discussion on the awareness programme on SSS

**Members Present:**

- a) Dr. Golap Borah, Vice -Principal 
- b) Mrs. Jyoti Rekha Gogoi, Addl Vice-Principal 
- c) Dr. Ananta Gogoi, Convenor, Criterion Committee-2
- d) Mr. Ranjan Kumar Nath, Coordinator, IQAC 
- e) Dr. Sangita Borthakur, Assistant Coordinator, IQAC 
- f) Mr. Rupam Tamuly, Convenor Criterion Committee-5 
- g) Dr. Deepa Boruah, Assistant Coordinator, IQAC 
- h) Dr. Partha Saikia, Assistant coordinator, IQAC 
- i) Dr. Pinky Saikia, Assistant Coordinator, IQAC 
- j) Dr. Subrat Jyoti Borah, Convenor, Criterion Committee-6 
- k) Dr. Jayanta Bhattacharyya, Convenor, Criterion Committee-1 
- l) Miss Eva Rani Hazarika, Convenor, Criterion Committee-5 
- m) Mr. Bijit Borah, Member, Criterion Committee -1 
- n) Dr. Deji Narah, Member, Criterion Committee-7 

**Resolutions:**

- 1) The Meeting has unanimously resolved to speed up the related works, data collection for submission of AQAR within 29<sup>th</sup> Feb/24, IIQA & SSR within 1<sup>st</sup> week of April/2024
- 2) The Decision has been taken to complete the Academic Audit format works within 28<sup>th</sup> February/2024 and the entire process will be completed within 15<sup>th</sup> March/2024.
- 3) The Decision has been taken to create awareness among the students for Student Satisfaction Survey and task has been assigned to Mr. Rupam Tamuly and Dr. Subrat Jyoti Borah to collect proper email and phone numbers.
- 4) The meeting has unanimously resolved that the concerned convenors and members will devote their time after the class for the preparation of AQAR, IIQA & SSR and all NAAC related activities.



(Dr. Amiya Kr. Das)  
Principal, Joya Gogoi College