

## 1. PROCEEDINGS OF THE MEETINGS OF IQAC AND ACTION TAKEN REPORT

IQAC Meeting  
Date - 30/6/17  
Venue - Conference Hall

### Agenda -

- ① President takes chair
- ② Purpose of the meeting
- ③ submission of AQAR
- ④ Inclusion of new members
- ⑤ Inclusion of student member

### Signature of members present

1. Bedar Kumar Chakris
- 2.
3. Manika Das
4. Rajashree Bora
5. Lakshmi Pd. Medek
6. Binyo Hasmia
7. Parag Das
8. Karuki Goswami
- 9.

A meeting of IQAC was held today at conference hall at 1:30 pm in the presence of the above mentioned signatories. After the chairman took his chair, the coordinator informed the members the purpose of the meeting. Then the coordinator read out the proceeding of the last meeting and the same was accepted.

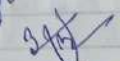
In the meeting the AQAR details of the current year was discussed and reviewed. The meeting also discussed about the <sup>10/25/2024</sup> initiation of new members in IQAC, <sup>10/25/2024</sup> take college from teaching staff and also to include student member in IQAC. Each year one first semester student will be included in IQAC and he will be a member for two years. Thereby every

year one student member will retire and one new member will be included and from the next session there will be two student members in IQAC.

New Teacher members of IQAC are-

- ① Dr. Phililata Peguoley
- ② Uttam Das
- ③ Bolonam ~~Das~~ Nath

Approved



Principal  
Raha College, Raha  
Nagaon, Assam

Dr. Karabi Goswami  
Coordinator  
IQAC, Raha College.

Coordinator  
IQAC  
Raha

IQAC Meeting  
Date - 20/2/18  
Venue - Conference hall

Agenda -

- ① President takes chair
- ② Purpose of meeting
- ③ Discussion of RAAF

Signature of members present

- ① Beda Kumar Chaliha
- ②
- ③ Kamita Das
- ④ Rajashree Bora
- ⑤ ~~Das~~
- ⑥ Lakhi Pd. Madak
- ⑦ Punita Das
- ⑧ Binay Das
- ⑨ Parag Das
- ⑩ Karabi Goswami
- ⑪
- ⑫

A meeting was held today at conference hall, Pata college in which all the faculty members of the college was present. After the chairman takes his chair the coordination of IQAC explains the purpose of the meeting. The proceeding of last meeting is read out and accepted by the meeting. A detailed discussion was held on RAAF and the meeting decided ~~to~~ appoint criteria nine ~~to~~ coordinators to work on all the seven criteria of NAAC assessment.

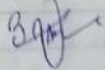
Discussion was also held on identifying slow and advance learners and it was decided that the major test held at the beginning of academic session is to be used for identifying slow and advance learners.

In the meeting the teachers were also advised to maintain log book properly and also plan their lessons beforehand.

The meeting also insisted on organising national seminars for the benefit of the students and teachers.

The meeting ended with a speech from the chairman of IQAC and Principal of the college.

Approved



Principal  
Raha College, Raha  
Nagaon, Assam

Dr. Kabali Goswami  
Coordinator  
IQAC, Raha College  
Nagaon, Assam

IBAC Meeting  
Date - 3/8/18  
Venue - Conference Room

Agenda:

- ① President takes chair
- ② Purpose of the meeting
- ③ Reading Proceeding of last meeting
- ④ Preparation of Academic calendar
- ⑤ Preparation of Lesson plan
- ⑥ Speech by chairperson

Signature of members present -

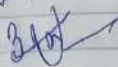
1. Bedu Kumar Chalisa
2. -
3. Namika Das
4. Lakhi Pt. Medok.
5. Utham Das
6. Rajashri Bora
7. Punitika Puro
8. Brij Ghosh.
9. Parag Das
10. Kanchi Goswami

A meeting was held today at conference room under the presidency of Dr. Bedu K. Chalisa, chairperson, IBAC. After the chairman took his chair, the coordination read out the proceeding of the last meeting and the same was accepted.

The meeting had a discussion on the preparation of academic calendar for the year 2018-19 and also preparation of lesson plan.

The meeting resolved that -

- (i) Academic calendar for the year 2018-19 is to be prepared in the line of U. U. academic calendar and Dr. P. Pogu Debey will help <sup>coordination</sup> in preparing the same.
- (ii) Lesson plans to be prepared by all faculty members and ensure that courses are covered by the end semester examination.

Approved  


Principal  
Raha College, Raha  
Dibrugarh, Assam

Dr. Karabi Goswami  
coordination  
IQAC, Raha College

Coordinator  
IQAC  
Dgbs



IQAC Meeting

Date - 6/2/19

Venue - Conference hall

Agenda - ① Organising Workshop on TPR

Signature of members present -

1. Bedal Kamav Chahik
2. Manik Das
3. Lakhi Pd. Malah
4. Punita Pagar
5. Rajashree Borker
6. Utham Das
7. Prof. Anurag
8. Parag Das
9. Karabi Goswami
- 10.
- 11.

A meeting was held today at conference hall in the presence of the above signatories. The meeting was presided over by the Chairperson, IQAC. After the chairman took his chair the purpose of the meeting was informed to the members by the coordinator. The coordinator then reads the proceedings of the last meeting and the same was accepted.

The meeting discussed about organising a workshop on Intellectual Property Rights. It was decided that a workshop on IPR will be organised at college level. Few students from neighbouring schools will also be invited as the topic will be beneficial for them. Students from 9<sup>th</sup> & 10<sup>th</sup> grade from two govt. schools of Raha will be invited. As resource person Dr. Topi Basar from NELUJA, Jyurakati is to be recommended by the coordination. The workshop will be held on the last week of April & date will be finalised after confirmation from Resource person.

Approved  
[Signature]

Principal  
Raha College, Raha  
Nagaon, Assam

Dr. Karabi Goswami

Coordinator

IQAC, Raha College

Coordinator  
IQAC  
Raha

IQAC Meeting

Date - 11/6/19

Venue - Conference hall

Agenda - CBCS implementation at VOs level  
Signature of members present -

1. Bedar Kumar Chelika

2. Manika Das

3. Lakshmi P. Melek

4. Priya Lata Papan

5. Utham Das

6. Biswas Aranya

7. Pragy Das

8. Kalabi Goswami

9.

A meeting was held today at the conference hall of Lake College at 1.30 pm and the same was presided over by the chairman, IQAC. After the chairman took his chair, the coordinator of IQAC


read out the proceeding of last meeting and was accepted by the members unanimously.

In the meeting discussion was held on implementation of CBCS at UA level as per the guidance of Gauhati University.

The following resolutions were taken at the meeting.

① An orientation programme will be conducted by IQAC for all the teaching staff for implementation of CBCS from the academic session 2019-20

② The existing daily time table having classes of 45 minutes duration will be changed to 1 hour and the time table to be prepared fresh.

Approved  


Principal  
Raha College, Raha  
Nagaon, Assam

Dr. Karabi Goswami  
Coordinator  
IQAC, Raha College  
Coordinator  
IQAC  
Raha College

IBAC Meeting

Date - 9/8/19

Venue - Conference hall

Agenda - Discussion on academic environment  
of the college.

CBCS guidelines - doubt clearance

Signature of members -

1. Bedu Kumar Kaloke
2. Manika Das
3. Priti Lata Singh
4. Lakshmi D. Medda
5. Rajasree Bora
6. Karabi Goswami
7. Utham Das
8. Pratyaksha Das
9. Parag Das
- 10.

A meeting of IBAC was held today in the presence of above mentioned signatories. The chairman took his chair and the proceedings of the last meeting was read out and was accepted by the house unanimously.

The members then discussed various problems faced in the new academic session with the implementation of new CBCS

course at Va level in the academic session 2019-20. The departments of English and Assamese informed regarding the confusion in opting AFCC course. It was decided to give an orientation class to the 1st semester students the next day.

It was also stressed in the meeting that the course outcome and programme of outcome of the programmes should be well communicated to the students at the very beginning of the classes.

The meeting ended with a speech from the chairperson.

Approved  
3/12

Principal  
Raha College, Raha  
Nagaon, Assam

Dr Karabi Goswami

Coordination

IQAC, Raha College

Coordinator

IQAC

02/12/2019

## IQAC Meeting

Date - 29/11/20

Venue - Conference hall

Agenda - Discuss 3rd cycle accreditation

Signatures of members present -

1. Beda Kumar Chakraborty
2. Manika Das
3. Rashmi Bose
4. Rakhi Pd. Madak
5. Karabi Goswami
6. Pratikata Patra
7. Utham Das
8. Brij Ashmita
9. Parag Das
- 10.

A general meeting of IQAC was held today at 1 p.m. in the presence of the above signatories.

After the chairman took his chair the coordinator of IQAC informed the gathering regarding the purpose of the meeting. The coordinator read out the proceedings of the last meeting and the same was accepted unanimously.

After that discussion was held on upcoming 3rd cycle assessment. The chairperson urged everyone to engage in college development activities as per the requirement of the NAAC assessment. Moreover submission of AQAR was also discussed and the coordinator informed that AQAR was submitted upto academic session 2017-18. In this meeting criteria wise coordinators were newly appointed -

- Criteria 1 - Rita Bora Saikia
- Criteria 2 - Minal Jyoti Sarmah
- Criteria 3 - Dr. Rajshree Bora
- Criteria 4 - Nandul K. Sarma
- Criteria 5 - Manika Das
- Criteria 6 - Prithiraj Borkakoty
- Criteria 7 - Malabika Das

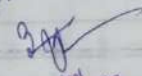
All criteria coordinators were requested to prepare for NAAC assessment in due time. Discussion was also held



Regarding collection of SSS, feedback, online admission etc. The following resolutions were taken in the meeting -

- ① All criteria coordinators will prepare for NAAC assessment.
- ② Initiate online admission in the next session
- ③ Conduct student satisfaction survey
- ④ Sign MOU with neighbouring college

Approved

  
Principal  
Raha College, Raha  
Rohpon, Assam

Dr. Karabipsuman  
Coordinator  
IQAC, Raha College  
Coordinator  
IQAC  
Raha

JQAC Meeting

Date - 11/12/20

Venue - Principal's chamber

Agenda - Discussion on academic environment  
after covid imposed lockdown

Signature of members present -

1. 

2. 

3. 

4. Rinu Borra

5. Rajashri Borra

6. Bomy Haniffa

7. Karabi Goswami

8. Ishani Pt. Medak.

9. Purnilata Pegu

10. Parag Das

11.

I QAC Meeting

Date - 12/11/21

Venue - Principal's chamber

Agenda - ① Chairperson takes chair

② Purpose of the meeting

③ Reading proceeding of last meeting

④ Submission of AQAR

⑤ Add on certificate course

⑥ Preparation for NAAC assessment

Signature of members present -

1. Bedar Kumar Chali'ka

2. Manika Das

3. Karabi Goswami

4. Rajashree Bora.

5. Prilata Patra

6. Sakhi Pd. Medak.

7. Broyi Hazumdo

8. Pongy Das

9. Utkam Das

10.

11.

12.

A meeting of IQAC, Raha College was held today in Principal's chamber in the presence of the above mentioned signatories. The meeting was presided over by Principal, Dr. Beda kr. Chaliha. After the chairman took his chair the purpose of the meeting was informed by the coordinator. Then the proceeding of last meeting was read and the same was accepted.

The meeting discussed about the submission of AQAR to NAAC and the coordinator informed that AQAR of 2018-19, 19-20 and 20-21 was pending.

The meeting then discussed about introducing certificate course by each department and opined that each department will enroll their honours students in the

course

Report

Open discussion was held regarding preparation for NAAC assessment which became stagnant because of Covid-19 lockdown.

The following resolutions were taken in today's meeting-

- ① All pending AQARs are to be submitted within the extended time period provided by NAAC.
- ② Each department will introduce at least one certificate course of minimum 80 hours duration and enroll all the honours students of the department.
- ③ Preparation for NAAC assessment is to be started and done within 2022.

Approved  
  
Principal  
Raha College, Raha  
Jorhat, Assam

Dr. Karabi Goswami  
Coordination  
IQAC, Raha College  
IQAR  
Raha, Assam



Action Taken Report (2017-18)

Action taken report of IQAC, Raha college meeting dated 30/06/2017

Resolution no 1: Submission of pending AQAR

Action taken: AQAR details were discussed and AQAR was prepared


Resolution no 2: Inclusion of New Teacher member and Student member in IQAC.

Action taken: Three new teacher members and two student members were included in IQAC

Action taken report of IQAC, Raha college meeting dated 20/02/2018

Resolution no 1: Identification of slow learners and advance learners among students at the beginning of session.

Action Taken: Major test was conducted by each department to identify slow and advance learners.

  
Principal  
Raha College, Raha  
Nagaon, Assam

Coordinator  
IQAC  
Raha College



Action Taken Report (2017-18)

Action taken report of IQAC, Raha college meeting dated 30/06/2017

Resolution no 1: Submission of pending AQAR

Action taken: AQAR details were discussed and AQAR was prepared


Resolution no 2: Inclusion of New Teacher member and Student member in IQAC.

Action taken: Three new teacher members and two student members were included in IQAC

Action taken report of IQAC, Raha college meeting dated 20/02/2018

Resolution no 1: Identification of slow learners and advance learners among students at the beginning of session.

Action Taken: Major test was conducted by each department to identify slow and advance learners.

  
Principal  
Raha College, Raha  
Nagaon, Assam

Coordinator  
IQAC  
Raha College



### Action Taken Report (2019-20)

Action taken report of IQAC, Raha college meeting dated 11/06/2019

Resolution no. 1: An Orientation Programme will be conducted by IQAC for all teaching staff for implementation of CBCS from the academic session 2019-20

Action Taken: Orientation Programme was conducted in the college.

Resolution no 2: Existing Class time table having classes of 45 minutes duration is to be changed to 1 hour duration and time table to be prepared fresh.

Action Taken: Time table Committee prepared the new time table.

Action taken report of IQAC, Raha college meeting dated 09/08/2019

The meeting discussed about the implementation of CBCS in the new session as per the guidelines of Gauhati University. Resolution was taken to communicate Course outcome and programme outcome to the students.

Action taken: Teachers communicated the Cos and Pos to the students in class and the same was also uploaded in the website

Action taken report of IQAC, Raha college meeting dated 29/01/2020

Resolution no 1: Criteria coordinators will prepare for 3<sup>rd</sup> cycle NAAC Assessment

Action taken: Criteria coordinators were selected.

Resolution no 2: Initiate online admission in the next session


Action taken: Online admission started with software from Kareng technologies

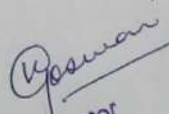
Resolution no 3: Conduct Student Satisfaction Survey.

Action taken: SSS was conducted.

Resolution no 4: Sign Mou with neighbouring college for student and teacher and student exchange

Action taken: Signed Mou with ADP College, Nagaon but no activity could be carried out due to Corona Lockdown.

  
Principal  
Raha College, Raha  
Nagaon, Assam

  
Coordinator  
IQAC  
Raha College





### Action Taken Report (2020-21)

Action taken report of IQAC, Raha college meeting dated 11/12/2020

Resolution no 1: To enable teachers to take classes in online mode, the pending FDP on E-learning Platforms with E & ICT Academy, IIT Guwahati, is to be conducted.

Action taken: The FDP was conducted from 5-10 April, 2021

Resolution no 2: Feedback from the students is to be collected in online mode for the session 2020-21 along with SSS

Action taken: Feedback was collected offline and SSS through google forms

Resolution no 3: Career Counselling programme for students to be organized when the college opens fully.


Action taken: Career Counselling programme was organized by Career Counselling Cell.

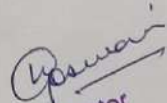
Resolution no 4: Pending AQARs for 2018-19 and 19-20 is to be prepared and submitted to NAAC

Action taken: Preparation is on but the submission is delayed due to second Corona Lockdown.

Resolution no 5: 3<sup>rd</sup> cycle accreditation is to be initiated.

Action taken: Process is on but delayed due to Corona Lockdown.

  
Principal  
Raha College, Raha  
Nagaon, Assam

  
Coordinator  
IQAC  
Raha College

## Action Taken Report (2021-22)

Action taken report of IQAC, Raha college meeting dated 12/11/2021



Resolution no 1: Pending AQARs of 2018-19, 19-20 and 20-21 is to be submitted.


Action taken: Pending AQARs have been submitted within the session 2021-22.

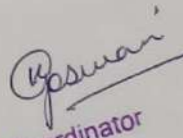
Resolution no 2: Each department will introduce at least one certificate course of minimum 30 hours duration in the Academic session 2021-22.

Action taken: 12 departments started certificate course in the Academic session 2021-22.

Resolution no 3: Preparation for NAAC assessment is to be started and done within the year 2022.

Action taken: Preparation is on but the assessment is delayed due to two waves of Flood in the college during the months of May and June, 2022.

  
Principal  
Raha College, Raha  
Nagaon, Assam

  
Coordinator  
IQAC  
Raha College

2. ACTIVITIES CONDUCTED UNDER COLLABORATIVE QUALITY INITIATIVES WITH OTHER INSTITUTIONS



অসম অসম ASSAM

20AA 042822

MEMORANDUM OF AGREEMENT  
ON  
STUDENT AND FACULTY EXCHANGE PROGRAMME  
BETWEEN  
JAGIROAD COLLEGE AND RAHA COLLEGE

This memorandum of Agreement (MoA) is made on 9<sup>th</sup> Nov, 2021 between Jagiroad College, P.O- Jagiroad, Dist- Morigaon, Assam and Raha College, P.O.- Raha, Dist.- Nagaon, Assam with a purpose to establish better academic understanding through direct Student(s) and Faculty(Faculties) exchange programme. Both the Institutions have mutually agreed to establish and implement this academic exchange programme following the below mentioned procedures-

1. Student Exchange Programme: To implement the student(s) exchange programme each college will depute a team of students under the guidance of their own teacher(s) to the other College for one or more days to attend academic, cultural and/or sports activities. The College from which the team comprises will bear the travelling expenditure of the team and the host College will bear the expenses of local hospitality.




Beda Mr. Chelika  
Beda Mr. Chelika

2. Faculty Exchange Programme: To implement the faculty exchange programme each College will depute one or more faculties to the other College for direct academic, cultural and/or sports activities. The faculties may stay one or more days in the host College. The parent College will bear the travelling expenses of the faculties and the host College will bear the local hospitality.
3. Both the College agreed to arrange at least two such programmes in an academic year preferably one in each semester.
4. The duration of this MoA shall be valid initially for three years.
5. If any addition/deletion of one or more condition is/are required the same may be done mutually.

For and on behalf of  
Jagiroad College

For and on behalf of  
Raha College

  
Principal 9/11/21  
Jagiroad College  
Principal  
Jagiroad College  
Jagiroad

  
Principal  
Raha College  
Principal  
Raha College  
Raha, Nagaon, Assam

Witness:

1. 

2. 

Witness:

1. 

2. 



**IN THIS COLLABORATIVE QUALITY INITIATIVE BOTH STUDENTS AND FACULTY EXCHANGE PROGRAMME HAVE TAKEN PLACE BETWEEN BOTH THE INSTITUTES.**

**LIST OF YEAR WISE ACTIVITIES AND EXCHANGE PROGRAMME CONDUCTED UNDER MOU BETWEEN JAGIROAD COLLEGE AND RAHA COLLEGE FOR TEACHER AND STUDENT EXCHANGE:**

<b>YEAR</b>	<b>DATE OF ACTIVITY</b>	<b>ACTIVITY</b>
<b>2021-2022</b>	<b>29/12/2021</b>	<b>TEACHER EXCHANGE BY CHEMISTRY DEPARTMENT</b>
<b>2021-2022</b>	<b>29/12/2021</b>	<b>STUDENT TEACHER EXCHANGE BY GEOGRAPHY DEPARTMENT</b>
<b>2021-2022</b>	<b>29/12/2021</b>	<b>TEACHER EXCHANGE BY POLITICAL SCIENCE DEPARTMENT</b>
<b>2021-2022</b>	<b>27/12/2021</b>	<b>STUDENT TEACHER EXCHANGE BY EDUCATION DEPARTMENT</b>
<b>2021-2022</b>	<b>29/12/2021</b>	<b>TEACHER EXCHANGE BY EDUCATION DEPARTMENT</b>