



Minutes of Meeting

Date: 17-03-2025

Time: 9:30 am

Venue: Principal's Chamber

A staff meeting for the faculties of Kaliabor College of Education was conducted by the Principal to discuss key points related to academic and administrative responsibilities.

Key Points Discussed:

1. All faculty members must be punctual and maintain a cordial rapport with each other.
2. The syllabus for each program must be completed before faculty leave for their internship program.
3. All teachers must be particular about attendance in all classes and programs.
4. All teachers were directed to maintain regularity in their college duties and responsibilities.
5. All faculty members were asked to take minimal leaves and no unnecessary gossip in the college campus.
6. All the faculty members were asked to perform all activities with absolute cooperation and support for each other.
7. The Principal urged all the faculties to adjust and fit in faculties in between the classes, in case of absence of the respective teacher so that the classes do not go empty.
8. Uniformity among students regarding all programs must be maintained across all subjects.

The Principal emphasized the importance of adhering to these points to ensure smooth academic operations.

Signature


Principal, Kaliabor College of Education
Kaliabor College of Education
Kuwaritol : Nagaon (Assam)
Pin- 782137

Members Present

1. Gitanjali Ponging for.
17/03/2025

2. Jallali Sarma
17/3/25

3. Sudipta Nath
17/3/25



4. Tuidup Bm
17/05/25.

5. Ab
17/5/25

6. Py
17/03/25

7. Borah
17/03/25.

8. Bhahin
17/03/25

9. PA
17.03.25

10. Das
17/03/25

11. Karali Kanam Chirin
17/03/25.

12. Dr. Aishwarya Bharati Bharati
17/03/25

[Signature]
Principal
Kallabor College of Education
Kuwaritol : Nagaon (Assam)
Pin- 782137



MINUTES OF MEETING

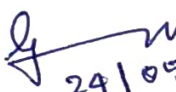
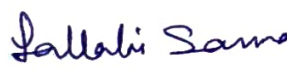
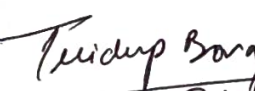
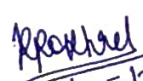
Date : May 24, 2025
Time : 10:00 a.m.
Venue : Principal's office room

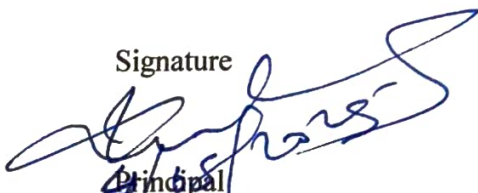
A meeting was held to discuss the organization of a Yoga workshop scheduled for May 28, 2025, specifically for D.El.Ed. 2nd semester students.

Key Decisions:

1. Resource Person : Mr. Bishnu Prasad Baruah was selected as the resource person for the workshop.
2. Workshop Activities: The activities to be conducted during the workshop were discussed and finalized.
3. Workshop Coordination: Mrs. Gitanjali Panging Gam was appointed as the coordinator of the workshop, with Mr. Trideep Bora providing assistance.

The meeting concluded with a clear plan in place for the successful execution of the Yoga workshop.

<u>MEMBERS</u>	<u>PRESENT</u>
1. 	24/05/2025
2. 	24/05/25
3. 	24/05/25
4. 	24/5/25
5. 	24/05/2025
6. 	24/05/2025
7. 	24/5/25

Signature

Principal
Kaliabor College of Education
Principal
Kaliabor College of Education
Kuwaritol : Nagaon (Assam)
Pin- 782437

8. Q. 1
30/05/2025

9. Phanti
30/05/2025

10. Musavi
30/5/2025



MINUTES OF THE MEETING

Date: 29-05-2025

Time: 10:00 am

Venue: Principal's Chamber

The Principal extended a warm welcome to all the teachers, initiating the meeting with a clear agenda.

Agenda Item 1: Viva for B. Ed 2nd Year students.

The Principal informed the gathering that **Dr. Mustafizur Rahman, Principal of Krishna Bora B.ED College, Lanka** has been appointed as the external examiner for the upcoming Viva. As per the notification from Gauhati University, the Viva dates have been fixed for June 4th and 5th, 2025. Necessary arrangements are to be made accordingly.

Agenda Item 2: Celebration of World Environment Day.

The meeting discussed the celebration of World Environment Day on June 5th, 2025. With the active participation of teachers, it was decided that the college will organize a Plantation Programme and Community Service on this day. These initiatives aim to promote environmental awareness and community engagement among students and staff.

Agenda Item 3: Inspection Dates

The Principal highlighted the upcoming inspection dates: **June 13th, 22nd and 23rd of 2025**. Faculty members were instructed to ensure thorough preparation and assume responsibility for their respective departments on these dates. It is crucial for the faculty to be well-prepared to showcase their departments' activities and achievements.

Agenda Item 4: Hygiene of Washrooms

Ankita Roy, Assistant Professor, Department of English raised a pertinent issue regarding the hygiene of washrooms for teachers. After discussion, it was decided that the washrooms will be cleaned regularly to maintain cleanliness and hygiene standards. Additionally, dustbins will be placed near the washrooms to encourage proper waste disposal.

The meeting conclude with these key decisions, and the Principal thanked everyone for their active participation and cooperation.

Signature

Principa

Kaliabor College of Education
Principal
Kaliabor College of Education
Kuwariitol : Nagaon (Assam)
Pin- 782137

Members Present :



1. [Signature]
29/05/2025

2. Borah
29/05/2025.

3. [Signature]
29/05/2025

4. [Signature]
29/5/25

5. [Signature]
29/5/25

6. Tiwari
29/5/2025.

7. [Signature]
29/5/25

8. [Signature]
30/05/2025

9. [Signature]
29/05/25.

10. M Hussain
29/5/25

[Signature]
29/05/2025
Principal
Kaliabor College of Education
Kuwaritol : Nagaon (Assam)
Pin-782137

Minutes of Meeting



Date: June 11, 2025

Time: 1:00 pm

Venue: Principal's Office

The Principal extended a warm welcome to all the teachers and initiated the meeting with a clear agenda. The meeting focused on three key points:

Meeting Agenda:

1. Update on Guwahati University Meeting

The Principal shared insights from the meeting on educational aspects at Guwahati University, focusing on multidisciplinary courses and the implementation of the semester system in the upcoming B.Ed course for 2025-2027. This update provided valuable information on the latest educational developments and their potential impact on the college.

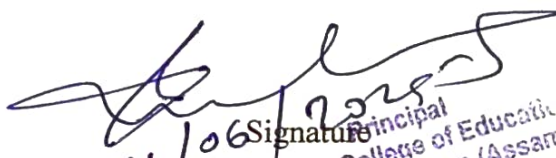
2. New Programmes and Subjects

The Principal announced that Kaliabor College of Education has been granted permission to start a Four-Year Undergraduate programme ((link unavailable)) and include new subjects such as Economics, Statistics, Physics, Chemistry, Mathematics, and Geography. This development is expected to enhance the college's academic offerings and provide students with more diverse learning opportunities.

3. Bishnu Rabha Divas Celebration

The meeting discussed the celebration of Bishnu Rabha Divas on June 20, 2025. With the active participation of teachers, it was decided that the college will conduct an Essay and Art Competition, and include Dance, Chorus, and Poem Recitation to celebrate the day. The teachers confirmed their roles and responsibilities for the Bishnu Rabha Divas celebration, which include event coordination, judging competitions, performance support, and finalization of programme schedules and details.

The meeting concluded with these key decisions, and the Principal thanked everyone for their active participation and cooperation.


11/06/2025
Signature
Principal
Kaliabor College of Education
Kuaritol : Nagaon (Assam)
Pin- 782137

Principal, Kaliabor College of Education

Attendees:

1. [Signature] 11/06/2025
2. Borah
11/06/2025
3. [Signature] 11/06/25
4. [Signature] 11/06/25
5. [Signature] 11/06/25
6. Masom
11/6/25
7. [Signature]
11/06/25
8. [Signature]
11/06/25
9. [Signature]
11/6/25
10. Thidup Bora
11/06/2025.
11. [Signature]
11/6/25
12. [Signature]
11/06/25



[Signature]
11/06/2025
Principal
(Kailash College of Education,
Nagaon, Assam)
Phone: 92137

Minutes of Meeting

Date: June 18, 2025

Time: 10:00 am

Venue: Principal's Office



The Principal extended a warm welcome to all the teachers and initiated the meeting with a clear agenda. The meeting focused on two key points:

Agenda 1: Inspection of FYUGP Arts Course

The Principal informed the teachers that tomorrow, June 19, 2025, will be the inspection of the Four Year Undergraduate Programme Arts for the subjects of Education, Political Science, and Sociology. Teachers are expected to prepare all necessary documents and materials for the inspection, ensuring that everything is in order and readily available for review. The Principal emphasized the importance of being well-prepared to showcase the strengths of the programme and address any potential areas of improvement.

Agenda 2: Celebration of International Yoga Day

The meeting also discussed the organisation of International Yoga Day on June 21st, which will be spearheaded by the Fitness Cell, IQAC, KCE. Teachers will play a crucial role in the success of this event, with responsibilities including assisting with event organisation and coordination, participating in yoga sessions or activities, supervising students during the event, and fulfilling any other tasks assigned by the organising committee.

With all points discussed, the Principal thanked everyone for their presence and active participation in the meeting, appreciating their commitment to the institution's success. The meeting concluded on a positive note, with teachers feeling informed and motivated to contribute to the upcoming events.

Signature
18/06/2025
Principal
Kaliabor College of Education
Kuaritai : Nagaon (Assam)
Pin- 782137

Principal, Kaliabor College of Education

Attendees:

1. 18/06/2025

2. 18/06/2025

3. 18/6/25

4. 21/06/25

5. Pratun
18.6.25

6. OK
18/06/25

7. Pranvi
18/06/25

8. Tridip Borah
18/06/2025.

9. AK
18/6/25

10. AK
18/06/25



Principal
18/06/25
Principal
Kaliabor College of Education
Kuaritol : Nagaon (Assam)
Pin-782137

Minutes of the Meeting on Curriculum Review



Date: 04-09-2024

Time: 1.00 PM

Venue: Conference Hall

A meeting was organized in the presence of the Principal and faculty members of Kallabor College of Education to review the existing curriculum and discuss future planning and implementation.

After detailed discussion, the committee identified the following advantages and drawbacks of the existing curriculum:

Advantages:

The curriculum enables trainees to be well prepared for their professional fields.

Equal emphasis is given to both theoretical knowledge and practical activities for professional development of trainees.

The curriculum promotes co-curricular activities along with academic subjects, contributing to the development of art and culture.

Drawbacks:

Some basic concepts are not adequately included in the curriculum of Drama and Art in Education.

There is less emphasis on recent technologies, and the curriculum is not fully updated according to current trends.

At the end of the discussion, the committee proposed certain new initiatives to be undertaken in the next academic session to enhance curriculum effectiveness.

Corrective Measures Planned:

- ✓ Extra/remedial classes
- ✓ Revised teaching strategies
- ✓ Additional assignments & practice sessions
- ✓ Student mentoring & counselling
- ✓ Monitoring of attendance

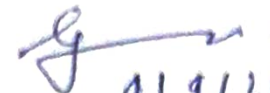
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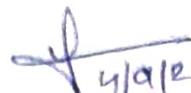
Concerned subject teachers under supervision of Academic Committee

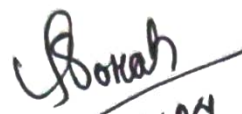

04/09/2024
Principal
Kallabor College of Education
Kuwaritol : Nagaon (Assam)
Pin- 782137

Signature

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04/9/24


04/09/24
Principal
Kallabor College of Education
Kuwaritol : Nagaon (Assam)
Pin-782137

IAAC Meeting

- Venue :- Principal Chamber
- Date :- 11/07/2024. Session : (2024-25)
- Agenda :- Discussion on Annual Action Plan.
- Welcome Address :- The IAAC Co-ordinator initiated the meeting by welcoming all members and stating the objectives of the meeting
- Objectives :-
 - To promote measures for institutional functioning towards quality improvement.
 - To initiate various activities leading to institutional best practices.
 - Tasks were assigned based on discussion and following are the activities and in-charges been formed and discussed in the meeting.

Activity / Action Plan	In-charge
• Induction Programme	Gitanjali Pargia Gam
• Reconstitution of Parents-Teacher Association	Sompriti Borah
• Reconstitution of Grievance Redressal Cell	Sompriti Borah

• Foundation Day Celebration	Pallabi Sarma
• Reconstitution of Guidance and Counselling Cell	Rubina Khatun
• Formation of Energy Conservation Cell (ECC)	Dr. T. Kumbang
• Reconstitution of Cultural Forum	Somprii Borah
• Academic and Administrative Audit Report.	Lipika Kalita
• Memorandum of Understanding Between Kaliabor College and Kaliabor College of Education	Lipika Kalita
• Induction Programme for B.Ed	Somprii Borah
• Formation of Energy Conservation policy	
• Reconstitution of Anti-Ragging Committee	Gitanjali Pangry Gam
• Parent B.Ed 2022-23 Batch	Gitanjali Pangry Gam
• Reconstitution of Women cell	Gitanjali Pangry Gam
• Induction Programme for M. Ed	Lipika Kalita
• Outreach Activity Awareness Camp on Girls' Education	Gitanjali Pangry Gam

• Meeting regarding the Adopted Village	Gitanjali Panying Gam
• Formation of Environmental Committee	Kriti Barfore
• Charitable Donation to Ashram	• Gitanjali Panying Gam
• Induction Program for B. Ed	• Sompriti Borah
• Constitution of Research cell Committee	Lipika Kalita
• Meeting on Green Campus	Lipika Kalita
• One Day Workshop on Artificial Intelligence	Gitanjali Panying Gam
• Orientation on NEP 2020	Gitanjali Panying Gam
• ADD ON COURSE ON BEAUTICIAN	Gitanjali Panying Gam
• Constitution of student Union Body	Gitanjali Panying Gam
• Examination Committee Meeting	Pallabi Sarma
• Meeting on Energy Conservation	
• Competitive Examination Cell Meeting	Nilima Hazare
• Field Trip to Borduwa	Pallabi Sarma
• Two days workshop on Performing Arts	Pallabi Sarma

• Reformation of a Career and Placement cell	Gitanjali Pangirya Gam
• Two days Workshop on Art Orientation Programme	Pallabi Sarma
• Empowering Niz chitabandha community Development (Meeting)	Lipika Kalita
• One day Movie Workshop	Pallabi Sarma
• Lachit Divas	Pallabi Sarma Sompriya Borah
• Three Day Self-Defense Workshop	Gitanjali Pangirya Gam
• Induction Program A.C.E.d 1st Sem	Lipika Kalita
• Anti-Ragging <u>Street Play</u>	• Gitanjali Pangirya Gam Pallabi Sarma
• Awareness Camp on Girls Education	Gitanjali Pangirya Gam
• Freshers Programme for A.C.E.d	Gitanjali Pangirya Gam
• Bheulughal (Educ. Tour)	Gitanjali P. Gam, Sompriya Borah
• Farewell Programme for A.C.E.d Trainees	Gitanjali Pangirya Gam
• Annual College week	Gitanjali Pangirya Gam Pallabi Sarma Sompriya Borah

• Awareness Programme on Energy Conservation

Trideep Borah

• Saraswati Puj'a

Gitanjali P. Gaur

• Celebration of International Mother Language Day

Gitanjali Pangray Gaur

• Exposure visit to Kalinbar Nursery

Gitanjali Pangray Gaur

• Fieldtrip - Nizchilabandha Adopted village

Trideep Borah

• Community Service

Trideep Borah

• Academic & administrative responsibilities meeting

Lipika Kalita

• Examination Meeting

Pallebi Sarma

• Micro Teaching Workshop

Gitanjali P. Gaur

• Farewell Programme

Gitanjali P. Gaur

• Examination Meeting

• Meeting for the families

• Examination Meeting

• Meeting of a Yoga Workshop

Trideep Borah

• Workshop on Yoga

Trideep Borah

• Meeting of Celebration World Environment Day, Inspection Dates, Hygiene of washroom	Pallabi Sarma
• Celebration of World Environment Day	Debojit Kalcuti Kabita Pokharel Kriti Bastore Aishwarya Bharati
• Meeting. Agenda i Inspection of FRUG Arts Course	Gitanjali P. Gann
• Agenda - 2 Celebration of International Yoga Day	Trideep Borah
• Meeting of formation of refreshment Committee	Aishwarya Bharati
• 1. Meeting of update of Q. V. Meeting 2. New programs and subjects	Gitanjali P. Gann
3. Bishnu Rabha Divas Celebration	Pallabi Sarma
Bishnu Raras Divas Celebration	Pallabi Sarma
Celebration of International Yoga Day	Trideep Borah

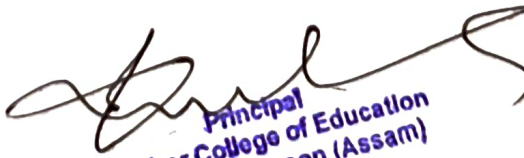


Action Taken Report for 2024-25

Activity/Programme Conducted	Action Taken / Outcome
Induction Programmes (B.A., B.Ed. and D.El.Ed.)	Induction programmes were organized for newly admitted students to familiarize them with the institutional environment, academic regulations, curriculum structure, facilities, and professional expectations. These programmes helped students adjust smoothly to college life and develop a sense of belonging.
College Foundation Day Celebration	The institution celebrated Foundation Day with active participation from students and faculty members. The programme created awareness about the history, vision, mission, and achievements of the college and strengthened institutional values among stakeholders.
Workshop on Artificial Intelligence (AI)	A workshop on Artificial Intelligence was conducted to acquaint students with emerging technologies and their applications in education. The programme enhanced digital awareness and encouraged students to explore innovative teaching-learning practices.
Orientation Programme on NEP-2020	Orientation sessions were organized to provide comprehensive knowledge about the National Education Policy (NEP) 2020. Students and teachers gained insights into the policy's objectives, multidisciplinary approach, skill development focus, and educational reforms.
Workshop on Performing Arts and Drama	The workshop provided practical exposure to drama and performing arts as pedagogical tools. Students developed creativity, self-confidence, communication skills, and learned innovative classroom teaching techniques.

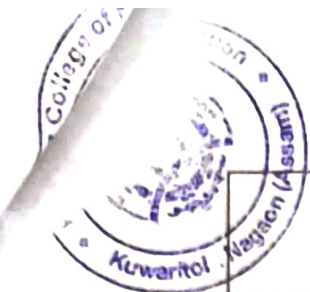

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Kallabor College of Education
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Pin- 782137

Art Orientation Programme	The programme encouraged artistic expression and highlighted the importance of integrating art into education. Participants developed aesthetic appreciation and learned how art can be used as an effective teaching-learning resource.
Community Development Meeting and Awareness Programmes	Community engagement activities were conducted in the adopted village to strengthen social responsibility among student teachers. Awareness campaigns on girls' education and energy conservation sensitized the community about important social and environmental issues.
Workshop on Movie Making and Educational Media	Students were trained in the use of audio-visual media for educational purposes. The workshop enhanced their understanding of media literacy and its application in classroom teaching.
Workshop on Self-Defence	Self-defence training was provided to students to enhance personal safety, confidence, and preparedness for emergency situations. The programme contributed to their physical and psychological well-being.
Street Play and Script Writing Activities	Students prepared scripts and participated in street plays on social issues. These activities strengthened communication skills, teamwork, leadership qualities, and social awareness.
Celebration of Important Days	Programmes such as Lachit Divas, International Mother Language Day, World Environment Day, Bishnu Rabha Divas, and International Yoga Day were organized. These celebrations promoted cultural awareness, environmental consciousness, physical well-being, and appreciation of regional heritage.
Exposure Visit to Kaliabor Nursery	An educational visit was arranged to provide experiential learning opportunities. Students gained practical knowledge


 Principal
 Kaliabor College of Education
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 Pin- 782137

	about plant cultivation, environmental conservation, and sustainable practices.
Micro-Teaching Workshop	A micro-teaching workshop was conducted to develop essential teaching skills such as introduction, questioning, explanation, reinforcement, blackboard writing, stimulus variation, demonstration, and closure. Students practiced lesson delivery through teach-reteach cycles and received constructive feedback for improvement.
Preparation of Teaching-Learning Materials	Students prepared charts, flash cards, graphs, posters, and models as part of pedagogical training. These activities enhanced creativity and developed skills in designing effective teaching-learning resources.
Reading and Reflecting on Texts	Students engaged in reading comprehension activities, media analysis, and summary writing. These exercises improved critical thinking, reflective abilities, and academic writing skills.
Preparation of Multimedia Presentations	Students developed multimedia presentations using ICT tools. This activity enhanced digital literacy, presentation skills, and the effective use of technology in teaching-learning processes.
Development of Achievement Tests and Blueprints	Students were trained in preparing achievement tests and assessment blueprints. This activity improved their understanding of educational measurement, evaluation techniques, and scientific assessment practices.
Activities for Emotional Intelligence and Critical Thinking	Literary activities, field visits, and report-writing exercises were conducted to foster emotional intelligence, empathy, observation skills, and critical thinking among student teachers.
Collaboration with External Agencies	Collaborative activities with external organizations provided students with opportunities for teamwork, networking, and


 Principal
 Kallabor College of Education
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	practical exposure. These experiences helped them develop professional competencies and collaborative skills.
Various Outreach Programmes	Outreach programmes were organized in nearby communities to promote social responsibility and community engagement among student teachers. Activities focused on educational support, environmental awareness, health and hygiene, and social welfare initiatives. These programmes enhanced students' leadership qualities, communication skills, and commitment to community service.
Cultural Rally	A cultural rally was organized to promote awareness of local traditions, cultural heritage, and social harmony. Students actively participated by displaying traditional attire, folk arts, and awareness messages. The rally strengthened cultural identity, teamwork, public interaction skills, and appreciation of regional diversity.
Yoga and Awareness Camp	Yoga sessions and awareness camps were conducted to promote physical fitness, mental well-being, and healthy lifestyles. Participants learned various yoga practices, stress-management techniques, and health-related awareness measures. The programme contributed to improved health consciousness, self-discipline, and overall well-being among students and community members.
Awareness Camp on Girls' Education	An awareness camp on girls' education was organized in the community to highlight the importance of educating girls and promoting gender equality. Students actively participated in awareness drives, interactions with community members, and dissemination of educational messages. The programme helped sensitize the community about the benefits of girls' education, encouraged school enrollment and retention of girl children, and strengthened the social responsibility and communication skills of student teachers.

Principal
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