

OFFICE OF THE PRINCIPAL

ARONAI COLLEGE



আৰ'নাই ফৰাইসালিমা

Affiliated to Bodoland University

Kokrajhar, (BTC) Assam-783370

Estd. 2013

Recognized by UGC under Section 2 (f) of the UGC Act, 1956

From: M. Daimary, M.Sc., NET  
Principal-cum-Secretary

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No. AC/Meeting.13/2022/26

Date: 05.03.2025

To: All Faculty (Arts & Science)  
Aronai College, Kokrajhar

Sub: Extract of the discussion taken in the staff meeting held on 04.03.2025 at 01:00 pm in the  
Room No. 03, Aronai College, Kokrajhar

Sir/Madam,

In inviting a reference to the subject quoted above, I am to forward herewith a copy of an  
extract from the minutes of the staff meeting held on 04.03.2025 at 01:00 pm in Room No. 03,  
Aronai College, Kokrajhar for favour of taking necessary action.

Enclo: As stated above

Yours faithfully,

Principal

Aronai College, Kokrajhar

Date: 05.03.2025

Memo No: AC/Meeting.13/2022//26-A

Copy to:

1. The Vice-Principal, Aronai College, Kokrajhar for favour of kind information
- ✓ 2. Office file

Principal

Aronai College, Kokrajhar

**EXTRACT FROM THE MINUTES OF THE STAFF MEETING REGARDING SETTING UP SOP FOR COLLEGE STAFF, TO PROVIDE IMPORTANT INFORMATION, UPDATES REGARDING INTERNSHIP RELATED TO THE ONGOING CLASSES FOR EVEN SEMESTER SESSION HELD ON 04<sup>TH</sup> MARCH 2025, AT 01.00 PM IN ROOM NO. 03, ARONAI COLLEGE KOKRAJHAR**

**Agenda Item No. 1:** – The Principal informed all staff members to set up SOP for College staff for ongoing classes of even semester session. After detailed deliberation, the meeting decided to fix arrival and departure for College staff as below **timeframe**.

Arrival	Departure
From 09.20 am to 10.45 am	From 01.30 pm to 02.50 pm

**Action: All faculty members**

**Agenda Item No. 2:-** Staff members were briefed about instructions received from the Bodoland University regarding internship paper in the ongoing FYUGP 4<sup>th</sup> semester. In view of the above, the necessary initiative and MOU is already done by some HODs. 1. English, 2. Bodo, 3. Political Science and 4. Economics. The Principal requested all other HODs to communicate with organizations to do internship at the earliest.

**Action: All Heads of Department**

**Agenda Item No. 3:** – The Principal congratulated the Department of Zoology for getting 3<sup>rd</sup> Prize in National Science Day 2025 organized by Faculty of Science & Technology held at Bodoland University.



Principal

Aronai College, Kokrajhar

Aronai College  
Kokrajhar

All Faculty (Arts & Science)  
Aronai College, Kokrajhar

o/c