



OFFICE OF THE PRINCIPAL
BAOSI BANIKANTA KAKATI COLLEGE

P.O. : NAGAON. DIST. : BARPETA (ASSAM) PIN - 781311

ACCREDITED "B++" GRADE BY NAAC (2ND CYCLE)

Affiliated to Gauhati University

Estd : 1971

Website : www.bbkcollege.co.in □ Email ID : principalbbkc@gmail.com □ Cell : 9435111624

Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
28-08-2018	The matter of opening of PG Courses in Assamese. Botany and English was discussed and the Principal i/c informed that due to lack of adequate laboratories and lack of minimum 3 PhD holders in the Department of Assamese and English the matter of opening PG courses could not be processed.	After discussion, it is resolved that the HoDs of Assamese, Botany and English are entrusted with responsibility of opening PG courses.
	The matter of holding seminar/workshop is discussed.	It was resolved that a workshop on RAF be organized at the earliest. The coordinator, IQAC is advised to take necessary steps in this regard.
	The matter of Society Registration of the college was discussed.	It was resolved that it be renewed at the earliest. The coordinator will take all necessary steps in this regard.
	The matter of supply of pure drinking water was discussed.	It was resolved to entrust Principal i/c to install 4 water tank of 1000 litres capacity each (2 in Science Building and 2 in the existing water tank.)

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
05-11-2018	The meeting discussion on the celebration of 125 th death and birth anniversary of Dr. Banikanata Kakati and it was resolved to observe the programme in collaboration with the ALSLS.	The programme was observed with the support of all concerned.
	The meeting also resolved to establish a study centre in the name of Assamese laurate Dr. Banikanta Kakati and for that old administrative building will be used as room for study centre.	The study centre was established.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
05-12-2018	The matter of activation of various cells of the college was discussed.	The meeting concluded with the decision to entrust the Principal-in-charge to establish various committees, in consultation with the IQAC coordinator, aligning with the quality framework of higher education.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
05-01-2019	1) The matter of academic plan and routine preparation was discussed in the meeting.	<p>✓ After discussion on the academic matters and routine, it was resolved that the routine of Science Stream be modified by the concerned responsible teachers entrusted with the preparation of the routine within 1st week of August, 2019.</p> <p>✓ Resolved that an orientation programme will be held to create awareness among students on New Syllabus and routine. The following teachers are selected as resource teachers to deliver speech: i) Dr. G.K. Sarma ii) Dr. P.J. Deka iii) Dr. Hitendra Nath Deka</p>
	2) The meeting discussed on the activity plan of NCC, NSS and BSG.	The Principal urged the officer in charge of NCC, NSS & BSG to conduct activity in the nearby locality and college and also to prepare activity plan for the coming academic year.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
12-06-2019	<p>The coordinator, IQAC made a power point presentation dealing with the various issues related to the CBCS at the UG level from the ensuing session 2019-20. After the presentation, the teacher interacted to clear doubts related to CBCS and its implementation. Some doubts raised by the teachers were not covered in the GU guideline. The coordinator was further instructed to clarify the issues in the University Forum.</p> <p>The Principal i/c invited cooperation from all the faculty members for successful implementation of CBCS.</p>	<p>An orientation programme for students and teacher was organised by IQAC for effective implementation of CBCS curriculum.</p>

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
27-06-2019	<p>The matter of conduction of separate classes for RC and HG courses in some of the subjects, e.g., Education, Philosophy, Anthropology and History was discussed and after discussion it was resolved that since there was paucity of classrooms, the classes of RC and HG of the respective subjects will be held in combination as these subjects have the same syllabus. Similarly, resolved that the classes of AECC (English) of Arts and Science will be held at the same time and jointly if possible.</p>	<p>As per discussion the classes were combined and held smoothly.</p> <p>AECC classes were also held as per schedule combining students from both Arts and Science streams.</p>
	<p>It is resolved that in view of the shortage of the faculty members, some part time teachers be appointed in the departments on need based priority.</p>	<p>As per discussion, part-time teachers recruited.</p>

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
29-06-2019	The issues related to routine were discussed and the routine committee advised to complete the routine at the earliest and submit the routine to the Principal within 15 th July, 2019.	The routine for the academic session 2019-2020 was prepared by the routine committee.
	Resolved that the respective departments will complete their departmental routine within summer vacation and the same be circulated among students after reopening of classes.	Based on the master routine, the departmental routine was prepared and circulated among the students.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
01-08-2019	After discussion on the academic matters and routine, it is resolved that the routine of Science Stream be modified by the concerned responsible teachers entrusted with the preparation of the routine within 1 st week of August, 2019.	The routine for the academic session 2019-2020 was prepared by the faculty members entrusted by the Principal.
	Resolved that an orientation programme will be held to create awareness among students on New Syllabus and routine. The following teachers are selected as resource person to deliver speech: i) Dr. G.K. Sarma ii) Dr. P.J. Deka iii) Dr. Hitendra Nath Deka	An orientation programme was organized for students on new syllabus.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
07-01-2021	The meeting discussed about the need of inclusion of one external member from the Gauhati University so that the IQAC Executive Committee be in a well direction in the future activities.	The Principal of the college was entrusted to include an external member from the affiliating University.
	The meeting also discussed on the ICT facilities of the college. The meeting was of the view that the institution should have one full-fledged ICT room so that it can deliberate several activities digitally, which will save time and money. Besides, the committee was also of the view that the existing classroom should be installed with ICT equipment so that the classes interesting and non-monotonous.	Based on the minutes ICT facilities were upgraded.
	The meeting decided for more exchange and outreach programmes in this academic year and of the view that some skill development courses should be opened.	Student and faculty exchange programmes were conducted by some of the departments and also outreach programmes were conducted by NCC unit of the college.
	The meeting also discussed on the sports and cultural activities of the college and more pro-active action at regular basis so that the interested students in those fields can participate in state level and national level events.	The Principal was entrusted to strengthen the facilities for sports.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
21-04-2021	The matter of activation of various cells of the college was discussed and in view of the meeting dated 28-08-2018, the activation of the cell has yet to be initiated and in this regard, the meeting resolved and entrusted the Principal to constitute different cells in consultation with coordinator, IQAC in line with quality framework of higher education.	Some of the existing cells were reconstituted.
	The meeting discussed about preparation of a full-fledged master plan and in this regard the Principal was entrusted for required action.	For preparation of the master plan, an external agency was hired.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
26-04-2021	The coordinator, IQAC urged for unique teaching plan for all departments and also preparation of unique teacher diary and departmental diary. The committee resolved for preparation of teaching plan for smooth functioning of academic activities and in this regard, the coordinator of IQAC was entrusted with the preparation of model teaching plan format that was to be supplied to every department of the college.	The teaching plan was designed and distributed to all the departments.
	The principal urged the HoDs to prepare teaching plan and departmental plan considering the requirements of CBCS and assured the house to provide every possible support to fulfil the objective.	The existing departments have prepared teaching plan incorporating the newly introduced CBCS curriculum and submitted to IQAC for necessary action.
	The meeting discussed on the student extra-curricular activities and felt the importance of necessary intervention in this regard.	The meeting resolved to conduct periodical extra-curricular activities among the college students.

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Action Taken Report of the IOAC Minutes

Session: 2021-22

Date of meeting	Resolution/ Minutes	Action taken
10-08-2021	Resolution 2: The Coordinator urged for suggestion for the preparation Annual Action Plan for the session 2022-23. The committee members were thoroughly discussed the matter and resolved to incorporate the dimensions of academic, extra-curricular, research, creation of environmental values and social outreach in the Action Plan and entrusted Coordinator, IQAC to initiate the process.	Action Plan for the session 2022-23 has been prepared considering all the suggested aspects pointed out in the meeting.
	Resolution 3: The matter of preparation of SSR was bring to the notice of the committee by the Principal and urged suggestion for its preparation. The committee discussed the matter in-depth and resolved to form criteria-wise committee for effective preparation of the SSR.	The Principal and Chairman, IQAC of the college has formed seven criteria-wise committee for effective preparation of SSR.
16-09-2021	Minute 1: The coordinator, IQAC explained the importance of NAAC Assessment and Accreditation and its implication in augmenting quality higher education. To expedite the process of A&A, he urged for distribution of duties criteria wise.	In consultation with the Coordinator, IQAC, the Principal has assigned duties to the faculty members and non-teaching staff of the college.



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28-09-2021	Resolution 4: The Principal entrusted the coordinator and assistant coordinator, IQAC to prepare a detailed schedule and to brief that to the faculty members at the earliest. The principal assured every possible support for the success of the programme.	The Coordinator and Assistant Coordinator has prepared detailed programme schedule for the Student Induction Programme and discussed the matter with the faculty members. The programme was a success.
21-10-2021	Resolution 1: The Principal also placed the status of class routine and a problem encountered so far in the implementation and for that solicited suggestions for its smooth implementation.	The college routine was rectified as per the suggestions from the faculty members and implemented successfully during the session.
	Resolution 3: The matter of students with arrear in 2 nd Semester (Non-CBCS) was discussed and resolved that such students should be informed via notice through the website of the college. The students should communicate with the concerned departments within very short time and in case of failure to communicate the concerned department within stipulated period by them, they would be held responsible.	The matter was notified to the students accordingly and resolved.

Chopra Kumar Suresh

Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)

[Signature]
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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
24-09-2022	The result of the last BA/BSc Final Examination is discussed and analysed. The overall performance of each department is found good. The faculty members pledged to work more for better result.	Principal urged the faculty members for more involvement with students for better result.
	The attendance of students in the class is also discussed. The principal urges every faculty member to take special initiative for regular attendance of the students.	-

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Date of Meeting	Minutes	Action Taken
13-03-2023	The matter of departmental activity was discussed in the meeting.	The Principal urged the departmental head to compile the report as per format furnished by IQAC and also to prepare departmental activity plan for the coming academic session.
	The matter of class attendance of students was discussed and after thorough discussion the meeting resolved for notifying the matter to the concerned students through official notice and through departmental WhatsApp group about stringent action.	The matter was resolved.

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Date of Meeting	Minutes	Action Taken
28-03-2023	Assistant Coordinator, IQAC informed the house on the status of submitted AQAR. He informed that the submitted AQAR up to the period 2020-21 has been accepted by the Coordinator, NAAC and the AQAR for the session 2021-22 also has been submitted and waiting for approval by the NAAC authority. The Assistant Coordinator also shows the gap of data for the AQAR 2022-23 and urged all the members of the criteria committee to speed up compilation.	Based on the discussion it is resolved that the all the departments of the college must submit data in proper format as supplied by IQAC within a month.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
29-03-2023	Discussion on ensuing sessional examination	<ol style="list-style-type: none">1) It is resolved that Question Paper will be of 20 marks, according to the notice attached and the Exam duration will be one hour.2) It is resolved that Sessional Answer Script must be packed properly departmentally as the university might enquire about it.3) It is resolved that the sessional examination 2023 routine should be uploaded in every departmental website.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
10-05-2023	Formation of Research Committee	The meeting resolved to form a Research Committee with the following members. ✓ Dr. Mrinal Kumar Mishra (Coordinator) ✓ Dr. Krishna Kanta Sarma (Member) ✓ Dr. Manash Pratim Das (Member)
	Renovation/ upgradation of research laboratory	The meeting resolved to decorate the research lab with the following instruments initially and time to time new Instruments to be procured.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
18-05-2023	Discussion on Regulations for FYUGP. Resolved that a general meeting with teaching staff will be held very soon to sensitize faculty members on NEP implementation and Regulation for FYUGP, A Resource Person of GU or other Higher institution will be invited to sensitize the faculty members.	Dr. Krishna Kanta Sarmah was incorporated in NEP Implementation Committee of the College. Programme on discussion on regulations under FYUGP and NEP implementation was conducted with the faculty members.
	Discussion on Green Audit and Academic Audit.	Green Audit conducted by the team of Gauhati University.
	Discussion on new admissions	Admission and Prospectus Committee for the Session 2023-24 was formed.

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Minutes of IQAC Meeting and Action Taken Report

Date of Meeting	Minutes	Action Taken
24-05-2023	Discussion on GU-FYUGP and new admission modalities.	For incorporation of the NEP modalities in curriculum, a routine committee was constituted with the teaching member and it was prepared and implemented.
	The discussion regarding the establishment of the SAMARTH committee took place, and it was decided to form an internal committee for SAMARTH in accordance with the guidelines and directives provided by the Education Secretary of Higher Education, Assam. The Principal was entrusted with the responsibility of forming the committee at his discretion.	A committee for implementation of SAMARTH was constituted by the Principal of the college, which comprises faculty members of the college.
	The matter of Academic and Administrative Audit was discussed in the meeting and after thorough discussion it was resolved to invite the competent academician from Gauhati University at the earliest possible convenience.	The process was initiated.

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09-06-2023	The matter of Academic and Administrative Audit was discussed in the meeting and the Principal informed the house that the Audit team will be tentatively invited to the college by the last week of June, 2023. The Assistant Coordinator, IQAC also detailed the requirement of data and its preparation methodology.	Academic Audit was conducted successfully.

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