



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

Date: 10-08-2021

A meeting of IQAC, BaosiBanikanta College was held on 10-08-2021 at 2 PM in IQAC Room. The following members were present in the meeting:

1. Dr. Pradip Das, *Chairman, IQAc and Principal*
2. Dr. RanjitSabhapandit, *Associate Professor*
3. Giridhari Das, *Associate Professor*
4. Loknath Das, *Associate Professor*
5. Naba Kumar Das, *Associate Professor*
6. Dr. SadhanaMedhi, *Associate Professor*
7. Dr. Kishor Kumar Deka, *Associate Professor*
8. Bhabajit Bayan, *Associate Professor*
9. Aminur Rahman, *Associate Professor*
10. Dr. Manalisha Deka, *Assistant Professor*
11. Dr. BhupenRabha, *Assistant Professor*
12. Sabin Das, *Senior Assistant*
13. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

The meeting began with the welcome remarks of the Principal.

Resolution 1: The Coordinator, IQAC presented the Action Taken Report of the Academic Session 2021-22 and after discussion, the report was accepted by the committee.

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.



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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.

Gopal Kumar Sarma

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

[Signature]

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)



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Minutes of IQAC Meeting

16-09-2021

A meeting of IQAC, B.B.K. College was held on 16-09-2021 with conveners of 7 criterions under the Chairmanship of Principal, B.B.K. College to discuss the agenda noted below:

Agenda:

- (i) Preparation regarding ensuing NAAC A&A
- (ii) Distribution of duties (criteria wise)


The following members were present in the meeting:

1. Dr. Pradip Das, *Chairman, IQAC and Principal*
2. Dr. Ranjit Sabhapandit, *Associate Professor*
3. Dr. Sadhana Medhi, *Associate Professor*
4. Loknath Das, *Associate Professor*
5. Aminur Rahman, *Associate Professor*
6. Dr. Kishor Kumar Deka, *Associate Professor*
7. Bhabajit Bayan, *Associate Professor*
8. Dr. Manalisha Deka, *Assistant Professor*
9. Dr. Pranjyoti Deka, *Assistant Professor*
10. Dr. Bhupen Rabha, *Assistant Professor*
11. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 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.
- 2) The Principal of the college also urged the members to act accordingly so that ensuing NAAC A&A process become smooth and meaningful. He asked the coordinator, IQAC to explain briefly all the seven criteria so that the distribution of works be possible as per capacity.
- 3) The coordinator briefly explained all the seven criteria along with its relative weightage.
- 4) On consultation with the members, Principal drafted seven committees comprising all criterions. The Principal expected all sort of support from all the staff of the college.


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Minutes of IQAC Meeting

Date: 28-09-2021

IQAC, B.B.K. College organized a meeting on 28-09-2021 to discuss the conduction of Student Induction Programme (SIP). The meeting was chaired by Principal, B.B.K. College, Nagaon, Barpeta and the following members were present:

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabhapandit, *Associate Professor*
4. Naba Kumar Das, *Associate Professor*
5. Dr. Debajit Kumar Choudhury, *Associate Professor*
6. Sadhana Medhi, *Associate Professor*
7. Jaynal Abdin, *Assistant Professor*
8. Aminur Rahman, *Associate Professor*
9. Dr. Kishor Kumar Deka, *Associate Professor*
10. Dr. Birinchi Choudhury, *Associate Professor*
11. Bhabajit Bayan, *Associate Professor*
12. Dhiraj Goswami, *Assistant Professor*
13. Dipak Raychoudhury, *Assistant Professor*
14. Jakir Hussain, *Assistant Professor*
15. Dr. Shahjahan Amin, *Assistant Professor*
16. Dr. Bhupen Rabha, *Assistant Professor*
17. Chabin Das, *UDA*
18. Laksheswar Talukdar, *LDA*
19. Harekrishna Deka, *Lab. Assistant*
20. Debajit Sarma, *LDA*
21. Pratha Pratim Medhi, *LDA*
22. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 1) The coordinator, IQAC welcomed the members of the meeting and explained the importance of SIP in helping new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members. In this backdrop, the coordinator IQAC has solicited suggestion from the esteemed members to make the programme a success.



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- 2) Assistant coordinator of IQAC made a presentation on the aspects of SIP to make it convenient for the members to provide valuable suggestions for the conduction of the same.
- 3) After discussion, the meeting decided to conduct SIP in two days- 6th & 7th October, 2021. The first day would be a day long programme, which was general in nature and it included various motivational lectures and college guidelines that delivered by the faculty members of the college. In the second day of SIP, it will be held in departmental level.
- 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.


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Minutes of IQAC Meeting

Date: 21-10-2021

A meeting of B.B.K. College was held on 21-10-2021 with following members to discuss academic affairs of the college. The meeting is chaired by Principal, B.B.K. College, Nagaon, Barpeta.

Members Presented in the Meeting (IQAC and Teaching Staff):

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabharwandit, *Associate Professor*
4. Nripendra Nath Das, *Associate Professor*
5. Prabha Kumari Devi, *Associate Professor*
6. Ali Hussain Sheikh, *Associate Professor*
7. Runumi Hazarika Pathak, *Associate Professor*
8. Dr. Debajit Roy Choudhury, *Associate Professor*
9. Bipul Kumar. Das, *Associate Professor*
10. Dr. Krishna Kanta Sarmah, *Associate Professor*
11. Rina Das, *Associate Professor*
12. Loknath Das, *Associate Professor*
13. Mrinali Hazarika, *Associate Professor*
14. Dr. Hitendra Nath Deka, *Associate Professor*
15. Dr. Sadhana Médhi, *Associate Professor*
16. Aminur Rahman, *Associate Professor*
17. Dr. Kishor Kr. Deka, , *Associate Professor*
18. Dr. Birinchi Choudhury, *Associate Professor*
19. Dr. Dhruva Kr. Pathak, *Assistant Professor*
20. Dr. Jaynal Abdin, *Assistant Professor*
21. Jakir Hussain, *Assistant Professor*
22. Dipak Ray Choudhury, *Assistant Professor*
23. Dr. Pranjoyoti Deka, *Assistant Professor*
24. Dr. Mrinal Kr. Mishra, *Assistant Professor*
25. Dr. Shahjahan Amin, *Assistant Professor*
26. Dr. Bhupen Rabha, *Assistant Professor*
27. Dr. Karabi Talukdar, *Assistant Professor*
28. Harun Al Rashid, *Assistant Professor*
29. Illora Narzary, *Assistant Professor*
30. Dr. Momi Ojah, *Assistant Professor*
31. Dr. Balen Ch. Deka, *Assistant Professor*
32. Partha Pratim Bezbaruah, *Assistant Professor*
33. Kakila Das, *Assistant Professor*
34. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*



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Minutes of the Meeting:

- 1) The Principal of the college explained the teaching staff of the college on the guidelines of Gauhati University in respect of evaluation of answer scripts of BA/BSc 4th semester and requests all the faculty members to engage themselves in the evaluation process.
- 2) 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.
- 3) The members of the meeting actively discussed the matter of subject change and students willing to switch over to Honours course from Regular course.
- 4) It is resolved in the meeting no student from Regular course who have not taken the Honours selection Test will be allowed to offer Honours course. The student willing to change subject must apply in prescribed form within 30th October, 2021.

Gopal Kumar Sarma

Chairman/Co-ordinator
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Minutes of IQAC Meeting

Date: 25-11-2021

A meeting with HoDs, members of Examination Board and Coordinator IQAC and RUSA was held on 25th November, 2021 to discuss various issues related to Examination and IQAC activities. The meeting was chaired by Principal, B.B.K. College, Nagaon, Barpeta. The following members were present in the meeting:

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabhapandit, *Associate Professor*
4. Nripendra Nath Das, *Associate Professor*
5. Prabha Kumari Devi, *Associate Professor*
6. Ali Hussain Sheikh, *Associate Professor*
7. Runumi Hazarika Pathak, *Associate Professor*
8. Dr. Debajit Roy Choudhury, *Associate Professor*
9. Loknath Das, *Associate Professor*
10. Mrinali Hazarika, *Associate Professor*
11. Aminur Rahman, *Associate Professor and Coordinator, RUSA*
12. Dr. Kishor Kr. Deka, *Associate Professor*
13. Dr. Birinchi Choudhury, *Associate Professor*
14. Jakir Hussain, *Assistant Professor*
15. Dr. Bhupen Rabha, *Assistant Professor*
16. Dr. Momi Ojah, *Assistant Professor*
17. Partha Pratim Bezbaruah, *Assistant Professor*
18. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 1) The matter of teaching-learning and the syllabus completion were discussed. In view of the syllabus completion, the sessional examination of TDC classes was projected to be held from 10-12-2021. The sessional examination should be conducted by Sessional Examination Board.
- 2) The meeting resolved that the Sessional Examination board is formed with the following teachers:
 - Mrs. Bhanumati Kalita
 - Dr. R. Sabhapandit
 - Dr. Sadhana Medhi
 - Jakir Hussain
 - P.P. Bezbarua



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- M. Hazarika
- 3) The matter of students with arrear in 2nd 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.
- 4) The matter related to IQAC activity and ensuing NAAC visit was discussed in the meeting and resolved that the criteria members expedite IQAC activities for NAAC invitation in guidance with the coordinator, IQAC.

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