



OFFICE OF THE PRINCIPAL  
**BAOSI BANIKANTA KAKATI COLLEGE**

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

ACCREDITED "B" GRADE BY NAAC (2<sup>ND</sup> CYCLE)

*Affiliated to Gauhati University*

Estd : 1971

Website : [www.bbkcollege.co.in](http://www.bbkcollege.co.in) □ Email ID : [principalbbkc@gmail.com](mailto:principalbbkc@gmail.com) □ Cell : 9435111624

**Action Taken Report of the IOAC Minutes**

**Session: 2021-22**

Date of meeting	Resolution/ Minutes	Action taken
10-08-2021	<b>Resolution 2:</b> 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.
	<b>Resolution 3:</b> 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	<b>Minute 1:</b> 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	<b>Resolution 4:</b> 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	<b>Resolution 1:</b> 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.
	<b>Resolution 3:</b> The matter of students with arrear in 2 <sup>nd</sup> 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.

*Chopel Kumar Sarma*

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

*[Signature]*  
Principal  
Baosi Banikanta Kakati College  
Nagaon (Barpeta)