

The Minutes of IQAC Meetings and Action Taken Report

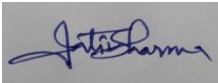
The Minutes of IQAC Meeting held on 03/09/2015:

1. It is resolved that all HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion in the month of August, 2015.
2. It is also resolved that all HODs are to be instructed to maintain Academic Dairy as supplied by the IQAC in the preceding of this academic session. It is also resolved that Academic Dairy of all departments are reviewed by the Coordinator of IQAC and Principal periodically and appropriate measures will be taken to improve the teaching-learning environment of the college.
3. It is decided to appeal the college administration should take initiative and organize the Biennial Dr. B.K.B memorial Symposia, a Book Exhibition and Sales, one/two Workshops, one/two extension activities, etc.. The authority directs the respective Cells of Dr. B.K.B. College to lead the events.
4. It is resolved to start an innovative practice of dividing the students of the college into 20 BKBIAN Groups for Personal Counselling and Monitoring.

Action Taken Report: The Principal, Dr. B.K.B. College after discussing the Minutes of the IQAC meeting held on with the Statutory Body and others concerned finally takes the following actions -

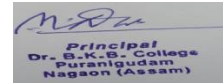
1. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion of the month of August, 2015 in the IQAC office on or before 5th September, 2015.
2. Dr. Nakul Chandra Sarma is given the Charge of BKBIAN Groups for Personal Counselling and Monitoring. With support from IQAC he divides the students into 20 BKBIAN Groups and two teachers are appointed for each group as counsellors and two students are appointed by the counsellors as Mentors. Guidelines to the Counsellors are also sent through IQAC.
3. All HODs are instructed to submit the Academic Dairies and Class Tests' Reports of their respective departments on 10th September. Academic Dairies and Reports of Class Tests are reviewed by the Coordinator and Principal on that day. Accordingly, extra classes are arranged for the slow learners in cooperation with the faculties of different departments.
4. One National Workshop is organized on Environmental Resource Management and Sustainable Development from 7th September to 9th September, 2015 in collaboration with Green Guard Nature Organization.
5. Organize one Symposia on "*Udakhin Shotro aaru Sattriya Songeetor Sorcha*" in collaboration with *Asomiya aaru Satriya Nrityo Bibhag* and *Sattriya Sangeet Sikhyok Somaj (Asom)* on 8th October, 2015.
6. Organize Biennial Dr. B.K.B. Memorial Symposia on "*Birinchi Kumar Booruahr Sahityo, Bhakha-Sonskhitri aaru Etihaakh Sorcha*" on 7th November, 2015.

7. Organize one Free Medical Health Check up programme and AIDS awareness programme in association with NSS Unit and Red Ribbon Club at the Model Village (i.e., Borsungsar) on 23rd November, 2015.
8. Organize one Book Fair in the college premises in association with the Central Library of the institution on 30th September and 1st October, 2015.
9. The Women Cell has organized a programme at Phukonghat Pradip LP School, Puranigudam on the occasion of Children's Day and distributed books and Sports equipments among the students of the school on 14th November, 2015.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC

The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 09/11/2015:

1. It is resolved that the feedback forms are distributed among students, parents and alumni in the early part of coming even semesters and forms should be designed by the office of IQAC as soon as possible.
2. It is also decided to organize a workshop on Career Counselling and Guidance in the early part of 2016. The Career Counselling and Guidance Cell of the college will take lead to organize this event.
3. IQAC resolves that financial assistance should be provided to address the academic matters of students as well as for medical treatment of students through Corpus Fund. The authority directs the Corpus Fund Committee to take necessary steps in this respect.

Action Taken Report: The Minutes stated above are discussed with different cells concerned and finally the following actions are taken-

1. One workshop is organized on Career Guidance and Counselling in association and cooperation with SUN@BEAM.INC, Kolkata on 25th March, 2016.
2. Feedback forms are as designed and developed by the IQAC office distributed among the 2nd Sem, 4th Sem and 6th Sem students and their parents, and also among the alumni. The duly filled up feedback forms will be analyzed and prepared the report by the IQAC office and submitted it to the higher authority.
3. The Corpus Fund committee has taken some resolutions and accordingly changed its constitution to provide financial assistance in academic matters of the students also.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Principal
Dr. B.K.B. College
Puranigudam
Nagaon (Assam)

Signature of Chairperson, IQAC

The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 19/02/2016:

1. It is resolved that a weeklong State Level Workshop is to be organized on Remote Sensing and its Application in the month of March, 2016.
2. Feedback from Students, Alumni and Parents are received, analyzed and the report is submitted to higher authority for follow up actions.
3. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments immediately and a report of syllabus completion of the month of February, 2016 in the IQAC office. All HODs are also instructed to bring the Academic Dairy along with the report of syllabus completion to the IQAC office.

Action Taken Report: The Principal of Dr. B.K.B. College after discussing the Minutes of the IQAC meeting held on with the Statutory Body and others concerned finally takes the following actions -

1. A weeklong state level workshop is organized on Remote Sensing and its Application in full support from Geographical Technology and Application Division, Aaranyak from 11th March to 17th March, 2016.
2. All HODs are to be instructed to submit a copy of distribution of syllabus among the faculties of their respective departments and a report of syllabus completion of the month of February, 2016 in the IQAC office on or before 5th March, 2016. The IQAC coordinator and principal will also reviewed the Academic Dairies of all the departments on that day.
3. The report prepared by IQAC analyzing Feedback from Students, Alumni and Parents is received and follow up action are taken by the authority.



Signature of Coordinator, IQAC

Dr. B.K.B. College, Puranigudam, Nagaon, Assam.



Signature of Chairperson, IQAC