

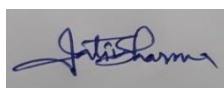
The Minutes of IQAC Meetings and Action Taken Report Annexure – v (a)

The Minutes of IQAC Meeting held on 02/07/2018:

1. It is resolved that all HODs are to be instructed to maintain Academic Diary and to provide the assignments to the teachers for the 1st, 3rd and 5th Semester for the academic year 2018-19 before 15/07/2018 and the teachers are to submit their Teaching Plan of the papers/topics assigned to them on or before 01/08/2018. The HODs are to submit Assignments and Teaching Plan to the office of the IQAC on or before 06/08/2018.
2. The Daily Class Routine with the name of Faculty should be made accessible to student on or before 01/08/2018.
3. The classes of all three semesters should be started from 01/08/2018 without wasting any time.
4. It is resolved that the BKBIAN Groups for Counselling and Mentoring are to be constituted by the Vice Principal and the Counsellors and the students will be informed the same on or before 14/08/2018.
5. It is also resolved that the important days such as College Foundation Day, Independence Day, Sankar Deva Tithi, Madhab Deva Tithi, Anti-Terrorism Day, Republic Day, Swarasati Puja, Children day, NSS day, Women's Day, Environmental Day etc. will be celebrated with NCC, NSS, Students' Union, Women Forum etc. with a view to inculcating certain values in students.
6. It is resolved that Sports Scholarship should be introduced from the session 2018-19 with a view to encouraging the sports personalities.
7. Resolved that stress should be on use of ICT tools in the classroom.
8. It is also resolved that Awareness programme on Health should be organised.
9. Resolved that Dr. B.K.B. Memorial Lecture will be organised by Dr. B.K.B. Study Centre.
10. Resolved that Dr. Kamal Ch. Saikia and Mr. Bipul Chakraborty should be appointed by authority as Academic and Administrative Auditor respectively.

Action Taken Report: The following actions are undertaken.

1. All HODs have maintained Academic Diary and the teachers have submitted Teaching Plan.
2. BKBIAN Groups are constituted and two teachers are appointed for each group as counsellors. Guidelines to the Counsellors are also sent through IQAC.
3. The classes for the 1st, 3rd and 5th Semesters commence from 01/08/18.
4. Important Days are celebrated with different Cells of the college.
5. Sports Scholarships are provided to National and International Medal winners.
6. The HoDs and all faculty members are instructed to use ICT tools in the classroom.
7. Dr. B.K.B. Memorial Lecture is organised by Dr. B.K.B. Study Centre on October 6, 2018.
8. Workshop on use of ICT tools in the classroom is organised on November 12-18, 2018.
9. Awareness programme through NCC is organised and Children day through Women Forum is celebrated.
10. Dr. Kamal Ch. Saikia and Mr. Bipul Chakraborty are appointed by authority as Academic and Administrative Auditor for the session 2017-18, 2018-19.



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

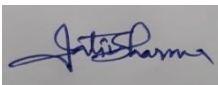
The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 14/12/2018:


1. It is resolved that all HODs are to be instructed to maintain Academic Diary, provide assignment to the teachers for the Even Semesters before 20/12/2018 and the teachers should be instructed to submit teaching plan for the same on or before 21/01/2019.
2. Resolved that College Week and Parent Teacher Meet should be organised in the month of February.
3. Resolved that student and community oriented Extension Activities will be designed by IQAC and executed by NSS, NCC and Departments.
4. It is also decided that NLIST should be renewed as early as possible.
5. Resolved that Workshop on Drama/Poetry recitation should be organised.
6. It is resolved that a programme should be organised with a local society addressing a local advantage.
7. Resolved to continue faculty Exchange and Knowledge Extension Programme.

Action Taken Report: The following actions are undertaken ---

1. The HODs have maintained Academic Diary and the teachers have submitted Teaching Plan for the Even Semesters.
2. College Week in February, 2019 and Parent teacher Meet in April, 2019 are held.
3. IQAC organises Awareness Programme on Skill Development and Motivational programme while Women Forum organises Lecture programme on March 8, 2019.
4. NLIST is reviewed.
5. Workshop on Drama is organised.
6. A Two-Day Long State Level Musical Competition on Jyoti and Bhupendra Sangeet in collaboration with Bapuji Hall and Library, Puranigudam is organised in January 27 and 28, 2019.
7. Faculty Exchange and Knowledge Extension Programme are continued.



Signature of Coordinator, IQAC



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

Signature of Chairperson, IQAC

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

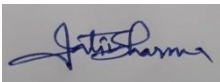
The Minutes of IQAC Meetings and Action Taken Report the Minutes of IQAC

Meeting held on 10/04/2019:

1. It is resolved that the HODs of those departments which are found unable to complete the course so far are to be instructed to complete the course taking extra classes.
2. Resolved to organise a workshop on Introduction of CBCS at the institutional level.
3. Programmes on Health Awareness and Anti-Tobacco Campaign, on Road safety, Yoga are to be organised through NSS and NCC.
4. It is also resolved that eco club should take steps to make the campus eco-friendly.
5. Resolved that Departments will be encouraged to organise Invited Lecture or Popular Lecture.
6. Resolved to have Feedback from Students, Alumni and Parents, to be analyzed and the report is to be submitted to authority for follow up action.

Action Taken Report: The Principal takes the following actions -

1. All HODs are instructed to complete the course, taking extra classes if found necessary, on or before 1st May, 2019.
2. A workshop on Introduction of CBCS at the institutional level is organised with IQAC.
3. Programmes on Health Awareness and Anti-Tobacco Campaign with NSS, on Road safety with Nagaon Police, Yoga with Prajapati Brahmakumari are organised.
4. Eco club takes a few steps such as tree plantation, installation of bamboo-made dustbin, gardening etc. to make the campus eco-friendly
5. The college is declared 'Plastic Free Zone' and 'Tobacco Free Zone'.
6. The Departments of Psychology, History, Women Forum, Literary Forum organise Invited Lecture or Popular lecture.
7. The reports prepared by IQAC analyzing Feedback given by Students, Alumni and Parents are received and follow up action are taken.



Signature of Coordinator, IQAC

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



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

Signature of Chairperson,