

The Minutes of IQAC Meetings and Action Taken Report

The Minutes of IQAC Meeting held on 28th June, 2019.

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 2019-2020 before the commencement of new session. All the HODs are to submit Assignments and Teaching Plan to the office of the IQAC on or before 06/08/2019.
2. The Daily Class Routine with the name of Faculty should be made accessible to student on or before 01/08/2019.
3. The classes of all three semesters should be started from 01/08/2019 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 15/08/2019.
5. It is also resolved that the important days such as College Foundation Day, Independence Day, Sankardeva Tithi, Madhabdeva 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 orientation program on CBCS course to be held for Faculties and Students.
7. Resolved that stress should be given 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 the responsibility of Academic and Administrative Audit entrusted to the office of Principal.

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 01/08/19.
4. Important Days are celebrated with different Cells of the college.
5. Orientation on CBCS course content was held to enlighten the Faculty and Students.
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 November 6, 2019.
8. Awareness programme through NCC is organised and Children day through Women Forum is celebrated.
9. Academic and Administrative audit report submitted.
10. Due to pandemic situation complete resolution could not be implemented.

Dr. Abinash Bharali

Dr. Nripen Chandra Das

Coordinator, IQAC

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 20th Dec., 2019.

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 20/12/2019 and the teachers should be instructed to submit teaching plan for the same on or before 21/01/2020.
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 Certificate Course to be introduced by different department.
6. It is resolved that a programme should be organised by Women Cell on Gender Equity.
7. Resolved that Departments will be encouraged to organise Invited Lecture or Popular Lecture.

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, 2020 and Parent teacher Meet in March 2020 are held.
3. Department of Economics started a six month Certificate Course on 'Statistical Data Analyses' on 2nd march, 2020.
4. NLIST is reviewed.
5. Women Forum organised a day long program on the occasion of Women's Day followed by different competitions such as painting, debate quiz and open air performance.

Dr. Abinash Bharali

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