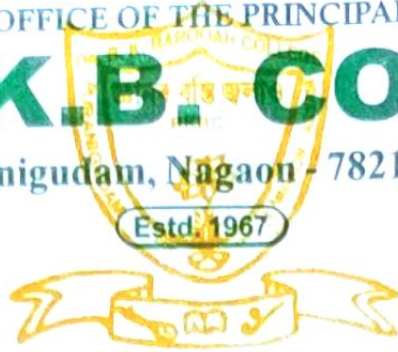


OFFICE OF THE PRINCIPAL  
**DR. B.K.B. COLLEGE**

P.O. : Puranigudam, Nagaon - 782141 (Assam)



From :

*Dr. Nripen Ch. Das*

Principal & Secretary

Dr. B.K.B. College, Puranigudam

Cont. No. +91-8638733591

E-Mail: [bkb.college@hotmail.com](mailto:bkb.college@hotmail.com)

Website: [www.bkbcollege.in](http://www.bkbcollege.in)


Ref. No. ....

Date 13/12/2021

### Office Order

The Internal Quality Assurance Cell (IQAC) of Dr. B.K.B. College is hereby reconstituted with the following members:

1. Chairman: Dr. Nripen Chandra Das, Principal
2. A.O.: Dr. Kamal Chandra Saikia, Vice Principal
3. Chief Coordinator: Dr. Jatin Sharma
4. Coordinator: Dr. Abinash Bharali
5. Joint Coordinator: Prof. Debita Kemprai
6. Assistant Coordinator: Prof. Lalpiengmawi Changsan
7. Ms. Juli Thakuria
8. Dr. Ghanashyam Taid
9. Dr. Punya Lata Gohain
10. Sri Jitya Ranjan Saikia
11. Dr. Jahangir Hussain Alom
12. Dr. Ranjeeta Kakoti
13. Mr. Bhargab Das
14. Mr. Ankur Protim Mahanta
15. Dr. B.N. Patnaik, Principal, Rupahi College (External Member)
16. Mr. Hironmoy Goswami (Alumni)
17. Mr. Prafulla Saikia
18. Mr. Chidananda Bora – General Secretary of the Students' Union

  
(Dr. Nripen Chandra Das)  
Principal, Dr. B.K.B. College,  
Puranigudam, Nagaon, Assam

13/12/2021  
Principal  
Dr. B.K.B. College  
Puranigudam  
Nagaon (Assam)

**OFFICE OF THE IQAC COORDINATOR**  
**DR. B.K.B. COLLEGE, PURANIGUDAM**

*Nagaon, Assam: 782141*

*Established: 1967*

*Dr. Abinash Bharali*  
**Coordinator, IQAC**  
Dr. B.K.B. College, Puranigudam

Contact No.

E-Mail:

Website:

8638921458/8876415278

[iqacdrbkbcollege@gmail.com](mailto:iqacdrbkbcollege@gmail.com)

[abinash.bharali1984@gmail.com](mailto:abinash.bharali1984@gmail.com)

[www.bkbcollege.in](http://www.bkbcollege.in)



Reference No.

Date:

**The Minutes of IQAC Meeting held on 31<sup>st</sup> July, 2020:**

1. It is resolved that all the pending AQAR has to be prepared and submitted before 31<sup>st</sup> May, 2021.
2. 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 2020-2021 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 07/11/2020.
3. Resolved that classes will be continued through online mode only till further notice from the Government/ Higher authorities.
4. It is also resolved that faculty exchange program can be carried out with neighboring colleges to share resources and knowledge.
5. Resolved that admission process to be conducted online in view of the pandemic situation.
6. It is also resolved that college website needs to be renewed according to the requirement of preparation of SSR for NAAC assessment.

*Abharali*  
(Dr. Abinash Bharali)  
Coordinator, IQAC  
Dr. B.K.B. College, Puranigudam

**IQAC**  
**Coordinator**  
**Dr. B.K.B. College**  
**Puranigudam,**  
**Nagaon :: Assam**

*N. Das*  
(Dr. Nripen Ch. Das)  
Principal and IQAC Chairperson  
Dr. B.K.B. College, Puranigudam

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





**OFFICE OF THE IQAC COORDINATOR**  
**DR. B.K.B. COLLEGE, PURANIGUDAM**

*Nagaon, Assam: 782141*

*Established: 1967*

*Dr. Abinash Bharali & Debita Kemprai*

**Coordinators, IQAC**

**Dr. B.K.B. College, Puranigudam**

Contact No.

E-Mail:

Website:

8638921458/8638394736

[iqacdrbkbcollege@gmail.com](mailto:iqacdrbkbcollege@gmail.com)

[abinash.bharali1984@gmail.com](mailto:abinash.bharali1984@gmail.com)

[www.bkbcollege.in](http://www.bkbcollege.in)

*Reference No.*

*Date:*

**The Minutes of IQAC Meeting held on 28<sup>th</sup> May, 2021:**

1. It is resolved that AQAR 2020-2021 to be submitted before 31<sup>st</sup> December, 2021.
2. Professional Development Training Programme for teaching and non-teaching staff of higher education institutes to be organized to update them about the recent technology used in educational institutions.
3. It is also resolved that all the departments are to conduct webinar/awareness program through online mode.
4. Resolved that an interactive session will be initiated to bring the students closer to the administration of the college.
5. Resolved that the responsibility of Academic and Administrative Audit and Green Audit entrusted to the office of Principal.
6. It is resolved that all HODs are to be instructed to conduct online parent teacher meet to discuss difficulties faced by the students during this pandemic period and also to conduct online alumni meet.
7. It is also resolved that the collected feedback from the stakeholders of the college and the responses collected from the students for Student Satisfaction Survey (SSS) by the IQAC cell will be analyzed and prepared reports and the submit the same at the Office of the Principal for necessary action.
8. Resolved that grievance redressal cell to be revived.

*Abharali* *Kemprai*  
(Dr. Abinash Bharali and Debita Kemprai)  
Coordinators, IQAC  
Dr. B.K.B. College, Puranigudam  
Nagaon, Assam

*M. Das*  
(Dr. Nripen Ch. Das)  
Principal and IQAC Chairperson  
Dr. B.K.B. College, Puranigudam  
Nagaon (Assam)

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**Action Taken Report on the Minutes of the IQAC Meetings**

**Session: 2020-2021**

The Principal, Dr. B.K.B. College placed a summary of the IQAC proceedings, after a discussion with other Cells and Committees of the college, in the meeting of the Governing Body and had a discussion on the suggestions and finally decided to take the following actions -

1. All the pending AQAR were submitted successfully before 31<sup>st</sup> May, 2020.

2. All HODs have maintained Academic Diary and the teachers have submitted Teaching Plan.

3. The classes for the 1st, 3rd and 5th Semesters continued through online mode.

4. Department of Economics, History and Geography have organized faculty exchange program with Nowgong Girl's College.

5. Admission process was successfully implemented through online mode.

6. Our college website will be redesigned and upgraded according to the requirement of preparation of Self Study Report (SSR) for 3<sup>rd</sup> cycle NAAC assessment and accreditation. The process is initiated with SS technology, Guwahati.

7. AQAR 2020-2021 submitted successfully.

8. Professional Development Training Programme for teaching and non-teaching staff of higher education institutes were organized and conducted smoothly.

9. Seven departments have conducted online webinar, lecture programmes and awareness programs addressing various issues and matters.



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10. A series of interactive session was initiated by the newly appointed Vice Principal, Dr. Kamal Ch. Saikia to bring the students closer to the administration of the college and make them feel free and bold in placing their opinions, grievances or complaints related to their academic matters, examination matters, scholarship matters, etc.

11. Academic and Administrative audit are carried out through external auditors and submit the same and different actions are initiated based on these reports.

12. All the eleven departments have conducted online parent teacher meet and taken note of grievances faced by the students and trying their best to minimize it.

13. All departments of the college have also conducted online Alumni Meet.

14. Green Audit Report is carried out for the Session: 2020-2021 through an external auditor, viz. Chiranjiv Bezbaruah, Assistant Professor, Department of Botany, Kaliabor College, Kuwaritol, Nagaon.

15. Feedback reports and Student Satisfaction Survey (SSS) reports prepared by IQAC Cell are placed at the meeting of Governing Body and different initiatives are adopted to improve the teaching-learning environment of the college.

16. Grievance redressal cell is revived with new committee members.

(Dr. Nripen Ch. Das)  
Principal and IQAC, Chairperson  
Dr. B.K.B. College, Puranigudam

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