

INTERNAL QUALITY ASSURANCE CELL


Agenda Items of IQAC Meeting of 8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M.

01. Taking the Chair by the Chairman and Placement with Elaboration of the Items of Agenda of the Meeting
02. Approval of Action Plan
03. Formation of Grievance Redrassal Cell
04. Discussion on Organising Seminars and Workshops
05. Discussion of Celebration of Festivals
06. Miscellany

MINUTES OF MEETING OF THE IOAC OF BHAWANIPUR ANCHALIK COLLEGE, HELD ON – 8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M.

Members of the IOAC Present:

1. Dharami Shankar Jalukdar
2. Rajendra Nath Jalukdar
3. Satish Kumar Das
4. J. Das
5. Rahman
6. Anand Kumar
7. Chakraborty 8.8.2018
8. Maheswar Das
9. K. Das
10. [Signature]
11. [Signature]
12. Samiran Das
13. 10


Principal,
Bhawanipur Anchalik College
Bhawanipur

Quorum:

The quorum is formed with the partaking of the required number of members present.

As per the official plea of the Coordinator, the honourable Chairman of the IQAC takes the chair of the meeting of **8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M.** Thanking the entire house, the Chairman directs the Coordinator for briefing the business to be transacted in the meeting. The Coordinator apprises about the development as a result of the process of implementation of the **Recommendations for Quality Enhancement of the Institution** by the **NAAC Peer Team Members** in the **Final Report**. Taking up the agenda, the Chairman opens the discussions. He directs the Coordinator inform and help the members know about the position of implementation of the **Recommendations** of the **NAAC Peer Team Members** after the visit from **20th to 22nd August, 2015**, i.e. Second Phase.

As per the direction of the Chairman, the Coordinator informs the house in detail about the position and results of the realization of the **Recommendations** of the **NAAC Peer Team Members** after the visit from 20th to 22nd August, 2015, i.e. Second Phase, with detail explanations on each of the items of Agenda of the meeting.

He informs the house about the phase-wise implementation of all the Recommendations viz. **Collaboration with industry; Consultancy Services to the Industries and Local Community; Wi-Fi facility to the Students in the Campus; Measures to Improve Communication Skills of Students in Hindi and English; Providing Suitable Fans for Avoiding Accidents; Facilities for Differently Abled Students; Up-gradation of the Canteen, Mess, Parking and Sports Facilities as per Modern Standards; Develop better Relationship with the Alumni and Encourage them for supporting the College; Medical Facilities to the Students** with inclusive authenticity and importance. Expressing satisfaction over the rationalization, the house approved the actions so far taken by voice vote.

Agenda No. 02 Approval of Action Plan

The Coordinator has placed before the august house the detailed action plan for the Session 2018.

He has informed the house about the process of submission of detail Projects Report to RUSA, Assam as per guideline, urgency of implementation of the RUSA Grants as per the Guideline and time frame for receiving further grants. The Coordinator has informed the house about the detail Project for the Up-gradation of all the parameters as per the changed demand of time and the knowledge Market with the help of RUSA 1.0 Grants. He has placed before the house the details of actions for the implementation of CBCS Programme as per the guidelines of the Affiliating University with the actions for proper orientation of the teachers and the persons involve in official works. The action plan for the settlement of all issues relating to the management of Academic and Examination affairs and works as per CBCS has been placed before the house by the Coordinator. He has placed before the house members about the demand of up-gradation of the Library facilities for the academic uplift of the students. The urgency of improving the sports facilities with proper action plan has been placed before the house. The issue of campus discipline has been placed before the house for judicious consideration. The house members discussed all issues minutely and passed the resolution as:

Resolution No: 01

It is resolved to implement the RUSA Programme/all other programmes for the holistic development of the institution and the IQAC is authorized to take all steps for the sound health of the institution.

Agenda No: 3 Formation of Grievance Redressal Cell

The Coordinator has helped the house realize the importance of the Grievance Redressal Cell of the institution. He has explained that Grievance Redressal is a management and governance related process used commonly in different establishments. For him the term '*Grievance Redressal*' primarily covers the receipt and processing of complaints from citizens and consumers in common sense, but from the stand point of institutions it is such an important work which basically means about the receiving and processing the complaints from the students and the stakeholders. In a wider definition Grievance Redressal basically includes actions taken on any issue raised by the students to help them avail curricular and co-curricular services more effectively for the growth of their personalities. Grievance Redressal mechanism is mandated in Government agencies and departments that are directly involved with serving citizens and organizations and in institutional setting the services of the Cell have linked with its stakeholders. Usually a Public Relations Officer (PRO) is designated with the role of receiving complaints and initiating corrective action, but this mechanism often fails on account of lack of authority vested in the PRO over officers of various capacities. In institutional setting for the functioning of the Cell there is the urgency of constitution of a specified body or Cell with some responsible persons inclusive of the faculties. The members of the house discussed all issues minutely and passed the resolution as:

Resolution: 02 It is resolved to form the Grievance Redressal Cell of the institution inclusive of the following persons against each of the positions:

- | | | |
|----------------------------------------|---|----------|
| 1. Principal of the College | : | Chairman |
| 2. Vice- Principal of the College | : | Convener |
| 3. Unit Secretary, Teaching Staff | : | Member |
| 4. Mr. Prasanna Kr Das, UDA | : | Member |
| 5. Mr. Rajendra Nath Talukdar, B.A. | : | Member |
| 6. Mr. Chandi Prasad Das, B. Sc., B.T. | : | Member |
| 7. Secretary, Student Union | : | Member |

Agenda No: 4 Discussion on Organizing Seminars and Workshops

The Coordinator has placed before the august house the detail action plan for the organization of the entire Departmental Seminars/State Level Seminars/National Seminar, Workshops to be Organized by the Departments and various Cells and Units of the College. All the members take part in the discussions and passed the resolution as:

Resolution No: 03 It is resolved to authorize the IQAC and the Principal do the needful as per requirement.

Agenda No:5 Discussion of Celebration of Festivals

The issue of Celebration of Festivals has been tabulated with detailed elaboration by the Coordinator before the august house. All the members take part in the discussions and passed the resolution as:

Resolution No: 04

It is resolved to authorize the IQAC and the Principal do the needful as per plan prepared considering the urgency and importance.

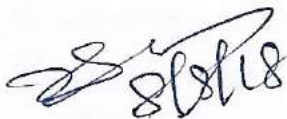
Agenda No:06 Miscellany

The Coordinator has placed before the house about the plan for the conduct of Induction Programme by the Coordinator of KKHSOU, Coordinator of GUIDOL, Holding of Examination of KKHSOU, GUIDOL, SOS, Managing the Zonal Works of different Examinations of the Affiliating University and the KKHSOU, Assam Higher Secondary Education Council, encouraging the faculties for participating in various programmes of different institutions, publishing the college Magazine in up-to-date manner, preparing the Wall magazines of all the Departments, Guiding the students for having the opportunities of Scholarships Schemes of the UGC, Minority Welfare Board of Assam, availing the opportunity of Free Admission Scheme and continue study with utmost sincerity, taking part in different society Welfare Programmes, etc. so as to maintain proper link with the community of teachers of the adjacent area Institutions and enhance the vicinity of relationship with the society. The members of the august body has discussed all the issues with utmost sincerity and passed the resolution as:

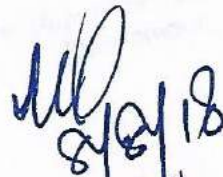
Resolution No: 04

It is resolved to authorize the IQAC Officials/Principal/Coordinators/Chairman of the Cells/Units/Bodies do the needful considering the demand of changed time and the environment of the sector of Higher Education of the State and the Country.

The meeting ended with vote of thanks from the chair and the Coordinator to the members and the honourable Chairman.



Co-ordinator
Internal Quality Assurance Cell
Bhawanipur Anchalik College
Bhawanipur.



Principal,
Bhawanipur Anchalik College
Bhawanipur

INTERNAL QUALITY ASSURANCE CELL

Agenda Items of IQAC Meeting of 22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M.

1. Taking the Chair by the Chairman and Placement with Elaboration of the Items of Agenda of the Meeting
2. Approval of the Proceedings of the IQAC Meeting of 8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M.
3. Discussion on the New Assessment and Accreditation Process by NAAC
4. Interaction of the Members with the IQAC Coordinator on the Revised Accreditation Framework
5. Sharing of Video Tutorials of RAF
6. Discussion on Departmental Preparation on NACC
7. Miscellany

MINUTES OF MEETING OF THE IOAC OF BHAWANIPUR ANCHALIK COLLEGE. HELD ON – 22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M.

8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M.

Members of the IOAC Present:

1. *Dharam Lal Talukder*
2. *Shah Alam Ansari*
3. *J. Cameri*
4. *M. Rahman*
5. *Dr. S. S. Choudhury*
6. *Madeswar Das*
7. *K. D. G. J.*
8. *[Signature]*
9. *[Signature]*
10. *Saminjan Sam*
11. *G. Chakrabarty 22.11.2018*
12. *[Signature]*

Quorum:

The quorum is formed with the partaking of the required number of members present.

As per the official plea of the Coordinator, the Chairman of the IQAC takes the chair of the meeting of **22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M.** Thanking the entire house, the Chairman directs the Coordinator for briefing about the implementation of the resolutions of the preceding Meeting, i.e. the meeting held on **8th August, 2018, i.e. Thursday, Meeting No: 01, at 3.00 P.M. and place before the august house** the business to be transacted in the meeting. The Coordinator apprises about the development as a result of the process of implementation of the **resolutions of the foregoing Meeting, i.e. the meeting held on 8th August, 2018, i.e. Thursday, Meeting No: 01 with detail elaborations of the items of Agenda of the meeting.**

Expressing satisfaction over the rationalization, the house approved the actions so far taken by voice vote. Thenceforth taking up the agenda, the Chairman opens the discussions of the meeting.

Agenda No. 03 Discussion on the New Assessment and Accreditation Process by NAAC

The Coordinator has placed before the august house the detailed about the **New Assessment and Accreditation Process by NAAC** for maintaining transparency in totality. The house members discussed all issues minutely and passed the resolution as:

Resolution No: 01

It is resolved to proceed with authorization to the IQAC do the needful for the **Third Cycle Assessment and Accreditation by NAAC in due course as per the changes taken place in the whole processes.**

Agenda No: 4 Interaction of the Members with the IQAC Coordinator on the Revised Accreditation Framework

The Coordinator has placed before the house all issues for the assessment and accreditation of NAAC. The house members have interacted with the Coordinator for having first hand information relating to the changed process of assessment and accreditation. After detailed discussions the resolution has been passed as:

Resolution No: 02

Be it resolved to do the needful as per the changed policies and processes of the Autonomous Body for the transparent assessment and accreditation of the institution.

Agenda No: 05 Sharing of Video Tutorials of RAF

The Coordinator has helped the house members get first hand information concerning to every minute issue relating to the changed policies and process of Assessment and Accreditation by the Autonomous Body. The Coordinator has placed before the house that the Revised Assessment and Accreditation (A & A) Framework was launched in July 2017. It represents an explicit paradigm shift making it ICT enabled, objective, transparent, scalable and robust. The shift is: from qualitative peer judgment to data based quantitative indicator evaluation with increased objectivity and transparency towards extensive use of ICT confirming scalability and robustness in terms of simplification of the process, drastic reduction in number of questions, size of the report, visit days, and so on. In terms of boosting benchmarking as quality improvement tool the RAF has been framed. This has been attempted

through comparison of NAAC indicators with other international QA frameworks Introducing pre-qualifier for peer team visit, as 30% of system generated score. Introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgment (about 30%) in introducing the element of third party validation of data in providing appropriate differences in the metrics, weightages and benchmarks to universities, autonomous colleges and affiliated/constituent colleges in revising several metrics to bring in enhanced participation of students and alumni in the assessment process. The Coordinator has explained everything Para by Para so as to make the whole Unit ready for facing the challenged assessment and Accreditation Process. After detailed discussions the house passed the resolution as:

Resolution No: 03

It is resolved to face NAAC Assessment and Accreditation as per the changed process with commitment and hard work.

Agenda No: 06 Discussion on Departmental Preparation on NACC

The Coordinator has placed before the house about the readiness and preparedness for the third Cycle Assessment and Accreditation. The Chairman expressing satisfaction over the preparedness for the third cycle assessment and accreditation has directed the faculty members placed their views relating to their preparedness. All members have tabulated the holistic pictures relating to the preparedness. After detailed discussion the house members passed the resolution as:

Resolution No: 04

It is resolved to authorize the IQAC take all necessary steps for making the institution totally ready for the third cycle assessment and accreditation in due time without any lapses.

The meeting ended with vote of thanks from the chair and the Coordinator to the members and the Chairman.


Co-ordinator
Internal Quality Assurance Cell
Bhawanipur Anchalik College
Bhawanipur.


22/11/18
Principal,
Bhawanipur Anchalik College
Bhawanipur

INTERNAL QUALITY ASSURANCE CELL

**Agenda Items of IQAC Meeting of 15th February, 2019, i.e. Friday, Meeting No: 03, at
2.30 .M.**

1. Approval of the Proceedings of the IQAC Meeting of 22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M.
2. Discussion on the Preparedness for the Third Cycle Assessment and Accreditation
3. Others

**MINUTES OF MEETING OF THE IOAC OF BHAWANIPUR ANCHALIK
COLLEGE, HELD ON – 15th February, 2019, i.e. Friday, Meeting No: 03, at
2.30 P.M.**

Members of the IOAC Present:

1. Shazam Shor Jamkela
2. Shah Alam Hussain
3. Manas Kumar Chakrabarty - 15.2.2019
4. Rajendra Nath Sachdev
5. Rahman
6. Anil eshwar
7. J. Ganes
8. Maheswar Das
9. ~~Sh~~
10. ~~Sh~~
11. Samira Jara
12. TO

Quorum:

The quorum is formed with the partaking of the required number of members present.

As per the official appeal of the Coordinator, the Chairman of the IQAC takes the chair of the meeting of **15th February, 2019, i.e. Friday, Meeting No: 03, at 2.30 P.M.** Thanking the entire house, the Chairman directs the Coordinator for briefing about the implementation of the resolutions of the preceding Meeting, i.e. the meeting held on **22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M. and place before the august house** the business to be transacted in the meeting. The Coordinator apprises about the development as a result of the process of implementation of the **resolutions of the previous Meeting, i.e. the meeting held on 22nd November, 2018, i.e. Thursday, Meeting No: 02, at 3.30 P.M. with detail elaborations of the items of Agenda of the meeting.**

Expressing satisfaction over the validation, the house approved the actions so far taken by voice vote. Thenceforth taking up the agenda, the Chairman opens the discussions of the meeting.

Agenda No. 02 Discussion on the Preparedness for the Third Cycle Assessment and Accreditation

The Coordinator has placed before the august house the detail about the **New Assessment and Accreditation Process by NAAC** for maintaining transparency in totality. He has also informed the house about the preparation for the Third Cycle Assessment and Accreditation in due time. The issue of submission of the AQAR for three consecutive years i.e. for the 2015 – 2016, 2016 – 2017 and 2017 – 2018 has been placed before the august house by the Coordinator. The house members discussed all issues minutely and passed the resolution as:

Resolution No: 01

It is resolved to proceed with authorization to the IQAC do the needful for the **Third Cycle Assessment and Accreditation by NAAC in due course as per the changes taken place in the whole processes** with the involvement of all the Stakeholders without any compromise of the quality parameters.

Agenda No: 03 Others

The Coordinator has placed before the house about the readiness and preparedness for the third Cycle Assessment and Accreditation in due time and the urgency of completing all the works by the concerned Departments. The Chairman expressing satisfaction over the preparedness for the third cycle assessment and accreditation has directed the faculty members placed their views relating to their preparedness for the assessment and accreditation in due course of time. All members have put into the table the holistic pictures relating to the attentiveness with total commitment of maintain the quality parameters as per the demand of the changed situation. After detailed discussion the house members passed the resolution as:

Resolution No: 02

It is resolved to authorize the IQAC take all necessary steps for making the institution totally ready for the third cycle assessment and accreditation in due time without any lapses by involving the stakeholders in totality as per the RAF.

The meeting ended with vote of thanks from the chair and the Coordinator to the members and the Chairman

INTERNAL QUALITY ASSURANCE CELL

Agenda Items of IQAC Meeting of 14th June, 2019, i.e. Friday, Meeting No: 04, at 2.30 P.M.

1. Approval of the Proceedings of the IQAC Meeting of 15th February, 2019, i.e. Friday, Meeting No: 03, at 2.30 P.M.
2. Discussion on the Preparedness for the Third Cycle Assessment and Accreditation
3. Others

MINUTES OF MEETING OF THE IOAC OF BHAWANIPUR ANCHALIK COLLEGE, HELD ON – 14th June, 2019, i.e. Friday, Meeting No: 04, at 2.30 P.M.

Members of the IOAC Present:

1. Dharani Shastri
2. Shah Alam Ansari
3. Rahman
4. Ananta Singh
5. Maheswar Das
6. K. S. G. M.
7. Manas Kumar Chakrabarty 14.6.2019.
8. H.
9. S.
10. Samiran Sen
- 11.
- 12.

Quorum:

The quorum is formed with the partaking of the required number of members present.

As per the official appeal of the Coordinator, the Chairman of the IQAC takes the chair of the meeting of **14th June, 2019, i.e. Friday, Meeting No: 04, at 2.30 P.M.** Thanking the total house, the Chairman directs the Coordinator for briefing about the implementation of the resolutions of the former Meeting, i.e. the meeting held on **15th February, 2019, i.e. Friday, Meeting No: 03, at 2.30 P.M. and place before the august house the business to be transacted in the meeting.** The Coordinator apprises about the development as a result of the process of implementation of the **resolutions of the previous Meeting, i.e. the meeting held on 15th February, 2019, i.e. Friday, Meeting No: 03, at 2.30 P.M. with detail elaborations of the items of Agenda of the meeting.**

Expressing satisfaction over the validation, the house approved the actions so far taken by voice vote. Thenceforth taking up the agenda, the Chairman opens the discussions of the meeting.

Agenda No. 02 Discussion on the Preparedness for the Third Cycle Assessment and Accreditation

The Coordinator has placed before the august house the preparation of the institution in totality as per the New **Assessment and Accreditation Process/Policies by NAAC.** He has also informed the house about the preparation for the Third Cycle Assessment and Accreditation in due time by the Management, Faculties, Guardian Committee, Alumni Association, all the Cells and the Units of the College. The issue of submission of the AQAR for the remaining two consecutive years, i.e. 2018 – 2019 & 2019 – 2020 as per the changed processes and policies of the Autonomous Body has also been placed before the house. The house members discussed all issues minutely and passed the resolution as:

Resolution No: 01

It is resolved to proceed with authorization to the IQAC do the needful for the **Third Cycle Assessment and Accreditation by NAAC in due course as per the changes taken place in the whole processes** by submitting the AQAR for the remaining Years in due time with the involvement of all the Stakeholders without any compromise of the quality parameters.

Agenda No: 03 Others

The Coordinator has placed before the house about the readiness and preparedness for the third Cycle Assessment and Accreditation in due time and the urgency of completing all the works by the concerned Departments and the Administration. The Chairman expressing satisfaction over the preparedness for the third cycle assessment and accreditation has directed the faculty members placed their views relating to their preparedness for the assessment and accreditation in due course of time and complete all works in war footed manner. After detailed discussions on all the issues the house members passed the resolution as:


Resolution No: 02

It is resolved to authorize the IQAC take all necessary steps for making the institution totally ready for the third cycle assessment and accreditation in due time without any lapses by involving

the stakeholders in totality as per the RAF with direction to the Stakeholders, especially the Faculties and Employees become personally ready for the whole process of Assessment and Accreditation with commitment and discipline.

The meeting ended with vote of thanks from the chair and the Coordinator to the members and the Chairman.


Co-ordinator
Internal Quality Assurance Cell
Bhawanipur Anchalik College
Bhawanipur.


Principal,
Bhawanipur Anchalik College
Bhawanipur