





**IQAC Meeting, Session 2021-2022, Bhawanipur Anchalik College,  
Bhawanipur, Bajali, Assam, PIN: 781352  
Meeting of IQAC with HoDs and Faculty Members  
Meeting No.-01, Session: 2021-2022 (Online)**

**Agenda Items of IQAC Meeting of 22<sup>nd</sup> July, 2021 Thursday, Time: 8-00 P.M.**


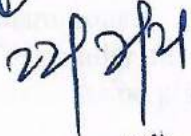
1. Assumption of Chair by the Chairman and Placement of the items of Agenda.
2. Discussion on completion of courses of B.A. 6<sup>th</sup> Semester Examination to be held on 2<sup>nd</sup> week of August 2021.
3. Approval of Plan of Action of IQAC.
4. Approval of Academic Calendar.
5. Others

**Minutes of Meeting of the IQAC, Bhawanipur Anchalik College, Bhawanipur, Bajali,  
Assam, held on 22<sup>nd</sup> July, 2021 Thursday, Time: 8-00 P.M.**

**Members of the IQAC**

1. Shah Alam Hussain
2. Anandeshwari
3. Maheswar Das
4. Manas Kumar Chakrabarty
5. 
6. 
7. R. Sarmah
8. Samiran Sam
9. Taiz Uddin Ahmad
10. Shriyati Patra
11. Gargeswar Kalita
12. Abhis Sattar Choudhury
13. Badruz Zamam Khan
14. Mobarak Hussain
15. 
16. Nitya Kalita
17. Dilip K. Deka
18. Sula Mani Das
19. 

20. Abdul Gafur

  
  
Principal,  
Bhawanipur Anchalik College  
Bhawanipur

## Quorum:

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

As per the formal appeal of the coordinator the chairman of the IQAC Dr. Mukunda Sarma, honourable Principal of the college assumes the chair of the meeting of 22<sup>nd</sup> July 2021 Thursday, Time: 8-00 P.M. Thanking the August House, the Chairman urges the coordinator, Dr. Samiran Sarma to brief about the resolutions of the former Online Meeting i.e. the Meeting held on 25<sup>th</sup> May 2021, Tuesday, Meeting- 04 of the session 2020-21 and highlight the Core Issues to be discussed in the meeting No.- 01 of the session 2021-22.

The meeting unanimously approves the resolution and granted permission to carry on the agenda of the meeting held on 25<sup>th</sup> May 2021, Tuesday.

### **Agenda No.2 Issue No. 01: Discussion on completion of courses of B.A. 6<sup>th</sup> Semester Examination to be held on 2<sup>nd</sup> week of August 2021.**

The IQAC Co-ordinator of the college informed the house that Gauhati University is going to held the B.A. 6<sup>th</sup> Semester examination from the 2<sup>nd</sup> week of August 2021. Due to the Covid-19 pandemic this year examination will be held on online mode. Therefore, he urges the need of completing the courses through online mode as early as possible.

#### **Resolution: 01**

Taking a cue from the IQAC coordinator's appeal the house unanimously resolved that all the faculty members should finish their courses through online classes as early as possible for the benefit of the students. It is also resolved that the teachers should keep personal contact with the students and prepare them mentally fit for online examination.

### **Agenda No.3, Issue No. 02: Approval of Plan of Action of IQAC.**

The IQAC Co-ordinator placed before the house the action plan for the session 2021-2022. He expressed the house that the action plan has been prepared keeping in view the covid-19 pandemic and urges the help of all the faculty members for successful implementation of the same.

#### **Resolution: 02**

The house gone through the action plan and approves it unanimously. It was also resolved that due to the critical situation of Covid-19 pandemic the faculty members and members should work wholeheartedly for successful implementation of the action plan.


### **Agenda No.4, Issue No. 03: Approval of Academic Calendar.**

The IQAC Co-ordinator placed before the house the Academic Calendar for the session 2021-2022 and requested the faculty members to prepare their academic plan on the basis of the Academic Calendar.

#### **Resolution: 03**

After scrutiny of the Academic Calendar prepared by IQAC coordinator the house approves it unanimously. It was also resolved that the Academic Calendar be uploaded in the institutional website. The faculty members should prepare their work load, teaching plan and lesson plan on the basis of the Academic Calendar.

The meeting ends with a vote of thanks by the honourable Chairman/Principal of the college.

  
Co-ordinator  
Internal Quality Assurance Cell  
Bhawanipur Anchalik College  
Bhawanipur

  
Principal,  
Bhawanipur Anchalik College  
Bhawanipur



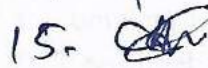


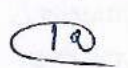
**IQAC Meeting, Session 2021-2022, Bhawanipur Anchalik College,  
Bhawanipur, Bajali, Assam, PIN: 781352  
Meeting No.-02, Session: 2021-2022**

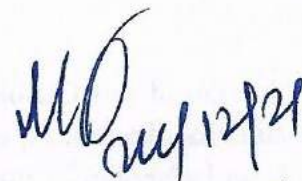
**Agenda Items of IQAC Meeting of 24<sup>th</sup> December, 2021 Friday, Time: 11-A.M P.M.**

1. Assumption of Chair by the Chairman and Placement of the items of Agenda
2. Discussion on the Issues of Assessment and Accreditation.
3. Individual Views on the Parameters of Assessment and Accreditation.
4. Individual specifications of academic activities of the faculties by the faculties.
5. Planning and fixing the date of Alumni Meeting.
6. Planning and fixing the date of Guardian Committee Meeting.
7. Discussion on the status of the adopted School.
8. Discussion on the status of surveyed Villages under Unnat Bharat Programme.
9. Discussion on the status of the College Magazine/Research, Publication and Publicity Cell.
10. Discussion on the documentary proof of ICT Classes and the use of the ICT Resources.
11. Summarization of everything and Assessment of the would by result of the Assessment and Accreditation process by the IQAC coordinator.
12. Others

**Minutes of Meeting of the IQAC, Bhawanipur Anchalik College, Bhawanipur, Bajali, Assam, held on 24<sup>th</sup> December, 2021 Friday at Time: 11-00 A.M.**

**Members of the IOAC Present:**

- |                                                                                        |                                                                                                |
|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. Satish Alam Hussain                                                                 | 12. Abhis Saitar Choudhury                                                                     |
| 2. Anand Choudhury                                                                     | 13. Badray Ramon Sen                                                                           |
| 3. Maheswar Das                                                                        | 14. Mobarak Hussain                                                                            |
| 4. H                                                                                   | 15.        |
| 5.  | 16. Mahy  |
| 6. R. Sarma                                                                            | 17. Dilip K. Deka                                                                              |
| 7. Tajz Uddin Ahmad                                                                    | 18.       |
| 8. Manas Kumar Chakrabarty                                                             | 19. Salu Mani Das                                                                              |
| 9. Samir Das                                                                           | 20.                                                                                            |
| 10. Dhruj Patra                                                                        |                                                                                                |
| 11. Gargiswar Kalita                                                                   |                                                                                                |

  
12/21

**Principal,  
Bhawanipur Anchalik College  
Bhawanipur**



### **Quorum:**

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

As per the formal appeal of the coordinator the chairman of the IQAC Dr. Mukunda Sarma, honourable Principal of the college assumes the chair of the meeting of 24<sup>th</sup> December 2021 Friday, Time: 11-00 A.M. Thanking the August House, the Chairman urges the coordinator, Dr. Samiran Sarma to brief about the result status after the implementation of the resolutions of the former Online Meeting i.e. the Meeting held on 22<sup>nd</sup> July 2021, Thursday, Meeting- 01 of the session 2021-22 and highlight the Core Issues to be discussed in the meeting No.- 02 of the session 2021-22.

Expressing satisfaction over the action taken so far, the house lauded the sincere effort of the stakeholders of the institution and approves the actions by voice-vote. The Chairman, highlighting the Core Issues relating to the Quality Parameters and the changes which have been resulted in the area of Higher Education as well as specifying the specifications of the National Policy on Education – 2020, sets forth the motion of discussions by specifying the items of Agenda of the Meeting No.-02 of the session 2021-22

### **Agenda No.2 & 3, Issue No. 01: Discussion on the Issues of Assessment and Accreditation & Individual Views on the Parameters of Assessment and Accreditation.**

The IQAC Co-ordinator has explained about the reasons of a little delay because of COVID – 19 situations in accomplishing and finishing the important activities relating to the 3<sup>rd</sup> cycle NAAC Assessment and Accreditation of the institution. He informed the house that though the institution had to face the NAAC Assessment and Accreditation during the year 2020, due to Covid-19 Pandemic it could not be realized. The institution has already submitted all the AQARs till 2019-2020. Now it is time to move forward for preparation of the SSR so that the Assessment and Accreditation could be completed during the year 2022. He has also explained in detail about the criteria as well as the new process of Assessment and accreditation.

### **Resolution: 01**

Taking a cue from the IQAC coordinator's plea on 3<sup>rd</sup> Cycle NAAC Assessment and Accreditation of the institution, it is unanimously resolved to complete the process of 3<sup>rd</sup> Cycle Assessment and Accreditation of the institution in 2022 positively with the active involvement of the faculty members, Library staff members and the Office Staff members and with the specific assistance to the Coordinator by All Head of the Departments; Mr. Dhiraj Patgiri, Associate Professor, Department of English; Mr. Suman Barman, Assistant Professor (Part-Time), Department of Education; Mr. Nayan Kalita, Assistant Professor in Commerce (Assistant- IQAC Coordinator); in collecting and furnishing criterion-wise data for the preparation of the SSR.

### **Agenda No.4, Issue No. 02: Individual specifications of academic activities of the faculties by the faculties.**

The IQAC Co-ordinator urges the faculties and Coordinators/Office bearers of various Cells and Units to specify different academic and other activities performed individually/as a Cell or Unit during the period, i.e. from 2015 till date in the form of individual profiles and submit the same in MS Word, both hard and soft copies for the completion the SSR.



The Chairman of the meeting has informed the house about the frequent notices served to the IQAC Cordinator, the Faculties, Cell/Unit office bearers as well as the employees through ICTs during Lockdown for the completion of their individual profiles and submission of the same. He has expressed regret for the poor responses of the teachers in furnishing the data and documents in due time. Further he has directed each and every member of the institution to develop the habit of checking all the web portals of the Units/Offices linked with the sector of Higher Education and the institution. After thorough discussions on all issues the house collectively passed the resolution as:

**Resolution: 02**

a. It is resolved to complete all activities relating to personal profiles and the assignments of the teachers, library staff members and the Office staff members on or before 15<sup>th</sup> of January and submit the same to the IQAC in MS Word, both hard and soft copies.

b. It is resolved to complete the activities of Cell/Unit Profiles by the Office bearers on or before 15<sup>th</sup> of January and submit the same to the IQAC in MS Word, both hard and soft copies.

c. It is resolved to take urgent step, by contributing research based article in MS Word, hard and soft copies, by all the faculties, for the publication of the college magazine for the Session 2019 – 2020 and initiate all necessary exercise within seven days by the Magazine in-charge, Dhiraj Patgiri, Associate Professor in English with proper discussion with the magazine Secretary, Mr. Sourav Talukdar, Union Body of the College (Session 2019 - 2020) and immediately publish the College Magazine.

d. It is resolved to select Mr. Abdus Sattar Choudhury, Associate Professor in History, as the Assistant Coordinator of NSS Unit of the College to assist the NSS Coordinator Dr. Ramjan Ali Ahmed, Associate Professor in History for the completion of the project “AMAR FHULANI-AMMAR BAJALI” within 15days.

e. It is resolved to activate the Scout and Guide Units of Boys and Girls by Dr. Malay Kalita, Senior Assistant Professor, Department of Economics, the Rovers Leader and Dr. Dulumani Das, Assistant Professor in Education, Rangers Leader within 15 days.

f. It is resolved to organize a Literary Meeting of the College Sakha Sahitya Sabha in the last part of January, 2022 and the Secretary of the Sabha Mr. Dilip Kumar Deka, Assistant Professor in Assamese be authorized to do the needful as per his public consent.

g. It is resolved to organize an Awareness Programme for women in the last part of January, 2022 and Dr. Niva Choudhury, Associate Professor in Philosophy and Coordinator of Women Cell of the college, as per her consent, authorized to do the needful.

h. It is resolved to publish the entire wall Magazines of the Departments/Hostels under the guidance of the Head of the



Departments/Hostel Superintendents and inaugurate on the day of Alumni & Guardian Meet.

i. It is resolved to organize a State Level/National Level Seminar on National Policy On Education, 2020 in the last part of the month of February by the Department of Arabic in collaboration with the Department of Commerce.

It is resolved to use all the ICT installations by the teachers during Class hours and constitute the ICT training Committee inclusive of the IQAC Coordinator as Coordinator; Dr. Malay Kalita, Senior Assistant Professor, Department of Economics as Member; Mr. Suman Barman, Assistant Professor (Purely temporary), Department of Education, Member; Dr. Dulumani Das, Assistant Professor, Non-sanctioned, Member to look after the process of use of the ICT installations and assist the teachers as required.

**Agenda No.5 & 6, Issue No. 03: Planning and fixing the date of Alumni and Guardian Meeting.**

The IQAC Co-ordinator appealed before the house to fix the date and time for Alumni and Guardian Committee meeting of the college, delayed because of COVID situations. Discussing all issues minutely relating to NAAC Assessment and Accreditation as well as the participation of the stakeholders for the overall uplift of all parameters of the institution the house passed the resolution as:

**Resolution: 03**

It is unanimously resolved that the Alumni and Guardian Committee Meeting be held in the last part of January, 2022 in a single day long programme and authorized the Principal of the college for fixing the date and time of the sitting as on **23/01/2022, Sunday**.

**Agenda No.7 & 8, Issue No. 04: Discussion on the status of the adopted School & Surveyed Villages under Unnat Bharat Programme.**

The IQAC Co-ordinator and honourable Principal of the college raised the issue of status of Adopted School by the college and status of Adopted Villages under Unnat Bharat Abhiyan. They also informed the house about the status and the works that yet to be done for the benefit of this school and villages.

**Resolution: 04**

After threadbare discussions on the plea by the IQAC Coordinator and the honourable Principal of the college, the house unanimously agrees on the issue and decided to expedite the developmental activities for the villages and school. The house suggests organizing different Awareness Programmes, Seminar etc. so that the target group is benefited. Today's meeting has nominated Mr. Taiz Uddin Ahmed, Associate Professor in Political Science as Coordinator and Dr. Malay Kalita, Assistant Professor in Economics as Assistant Coordinator for the School and Villages Adoption Committee and asked them to expedite the same by finalizing the Action Plan on or before 23<sup>rd</sup> of January, 2022 and submit the Action Plan to the IQAC for approval and practical steps.



**Agenda No.9, Issue No. 05: Discussion on the status of College Magazine/Research, Publication and Publicity Cell.**

The IQAC Co-ordinator and honourable Principal of the college focused on the timely publication of college magazine and publication of Research Journal. The Chairperson has explained in detailed how the Research, Publication and Publicity Cell accomplished various works of research based publications with the help and collaborations of the authors and the publication houses as per his personal request and endeavor and the College magazine of the Session 2017 – 2018, 2018 - 2019 with the initiative of the principal. He has also explained the significance of research activities in the sector of higher education and urges the Coordinator/Magazine in-charge of the Publication cell/Magazine Secretary to initiate the process of accomplishment of the publication of the Research Journal and the College Magazine at the earliest. The house members take active part in the discussions and passed the resolution as:

**Resolution: 05**

It is resolved with agreement of all for taking immediate steps for the publication of the college magazine and the Research Journal with the academic contributions in the form of writing of all the members and the other necessary sources with the active initiatives of the teacher in-charge for the college magazine, viz. Mr. Dhiraj Patgiri and Coordinator of the Research Publication and Publicity Cell, viz. Dr. Hitesh Chandra Roy.

**Agenda No.10, Issue No. 06: Discussion on the documentary proof of ICT Classes and the use of the ICT Resources.**

The IQAC Co-ordinator and honourable Principal of the college asked the faculty members to maintain the records of Online ICT classes taken during the Lockdown Periods and submit all records in proper set-ups to the IQAC and the authority. The IQAC coordinator and the Chairman put emphasis on the use the available ICT Resources installed in the classrooms and laboratories of college. The faculty members are also advised to take the help of the ICT Management Committee constituted for the purpose if and when such demand arises. After meticulous discussions on all issues relating the interest of the faculties for changing the methodologies of transactions for making the process of teaching scientific and practical and learning joyful the house resolved as:

**Resolution: 06**

It is unanimously resolved that the records of ICT classes taken during the lockdown periods be immediately submitted to the IQAC for proper records and storing in the Technical System for display and submission to concerning authorities as and when demand arises and the ICT Resource installed in the classrooms be regularly used by the faculties.

Agenda No.11 & 12, Issue No. 07: Summarization of everything and assessment of would be result of the Assessment and Accreditation process, by the IQAC coordinator and others.


The IQAC Co-ordinator and honourable Principal of the college summarized the issues of the changed parameters of the Assessment and Accreditation of NAAC and the probable Grade Points, the institution can score. They asked to complete the Personal Academic Profiles of the teachers by including all activities in orderly way and Departmental Profiles inclusive of all minute aspects of performances of the faculties and the Departments as early as possible by the individual teachers and Head of the Departments for the inclusion in the SSR. The house is informed by the Chairman/Principal that the Maximum Score points out of 1000 have direct link with the activities and performances of the faculties and hence 80% Score of the Assessment and Accreditation has direct connection with the exercises of the faculties. After detailed discussions on the criteria-wise score points the house resolved as:



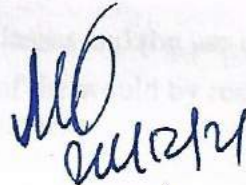
**Resolution: 07**

It is resolved to accept the accountability of Grade Points personally by all the faculties and understanding the gravity of the Assessment, submit the thoroughly prepared Personal Academic Profiles and detailed Departmental Profiles on or before 31<sup>st</sup> December 2021 in MS Word, Hard and Soft Copies either physically or by mail to the IQAC Coordinator by the concerned teachers and the Head of the Departments for completing all mandatory exercises in due time.

After thorough discussions on all the issues relating to NAAC and the plans preparing personally and institutionally for adjusting with the new changes and challenges from the moment of implementation of the National Policy on Education – 2020 from the very first day of 2022 and taking the resolutions with total agreement the meeting ends with a vote of thanks by the honourable Chairman/Principal of the college.

  
24/12/21

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



Principal,  
Bhawanipur Anchalik College  
Bhawanipur





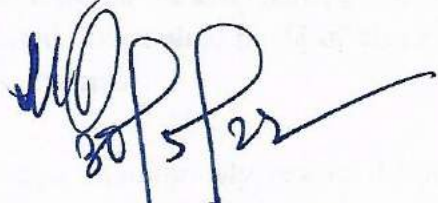
**IQAC Meeting, Session 2021-2022, Bhawanipur Anchalik College,  
Bhawanipur, Bajali, Assam, PIN: 781352  
Meeting No.-03, Session: 2021-2022**

**Agenda Items of IQAC Meeting of 30<sup>th</sup> May 2022 Monday day, Time: 11-A.M P.M.**

1. Assumption of Chair by the Chairman and Placement of the items of Agenda
2. Purpose of the meeting- by IQAC co-ordinator.
3. Approval of the proceedings of the IQAC meeting of 24<sup>th</sup> December, 2022.
4. Discussion on continuation of online classes by the faculties.
5. To analyse the Academic programme of post covid period.
6. Organising Seminars/Webinars by the departments.
7. Discussion of implementation of curriculum for the session 2022-23.
8. Miscellaneous.

**Members of the IOAC**

1. Shah Alam Hussain
2. Maheswar Das
3. 
4. Manas Kr. Chakrabarty
5. Anuraj Choudhury
6. 
7. R. Sarma
8. Samir Das
- 9.
- 10.

  
Principal,  
Bhawanipur Anchalik College  
Bhawanipur



### **Quorum:**

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

As per the formal appeal of the coordinator the chairman of the IQAC Dr. Mukunda Sarma, honourable Principal of the college assumes the chair of the meeting of 30<sup>th</sup> May 2022 Monday, Time: 11-00 A.M. Thanking the August House, the Chairman urges the coordinator, Dr. Samiran Sarma to brief about the resolutions of the former Online Meeting i.e. the Meeting held on 24<sup>th</sup> December 2021, Friday, Meeting- 02 of the session 2021-22 and highlight the Core Issues to be discussed in the meeting No.- 03 of the session 2021-22.

The meeting unanimously approves the resolution and granted permission to carry on the agenda of the meeting held on 30<sup>th</sup> May 2022, Monday.

#### **Agenda No.4: Discussion on continuation of online classes by the faculties.**

The IQAC coordinator placed before the house the need of continuing the online classes and online counselling of the students as the students may feel fear on thinking their academic future.

#### **Resolution No. 01:**

Taking a cue from the IQAC coordinator's plea it is unanimously resolved that the faculty members will continue their online classes along with the offline classes in the post covid period. The HoDs will take necessary steps in this regard. Moreover the faculty members will keep on counseling the students through online mode so that the students can mentally prepare for online system of academic transaction.

#### **Agenda No.5: To analyse the Academic programme of post covid period.**

The co-ordinator of the IQAC placed before the house about the issues and challenges that may appear in the teaching learning process of post covid period. The online mode of classes and online evaluation system may have negative impact on the students.

#### **Resolution No. 02:**

After hearing the urge of IQAC Coordinator, The house unanimously resolved that the students of the college will be allowed to use the mobile phone in the college campus only for academic purpose. Other than academic purpose the use of mobile phone will be completely banned. Normal classes will continue after covid by maintaining the covid protocol.

#### **Agenda No.6: Organising Seminars/Webinars by the departments.**

The coordinator of the IQAC requested all departments to organize National or State Level Seminars on important issues which become essential after the covid period and for upliftment of academic atmosphere in the college.

#### **Resolution No. 02:**

The house after threadbare discussion resolved that all departments should organize National Seminars/Webinars as early as possible for academic upliftment of the college. The house appreciated the initiative of the department of Education of the college for taking imitative in this regard.



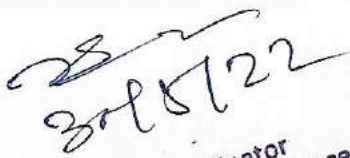
**Agenda No.7: Discussion of implementation of curriculum for the session 2022-23..**

The coordinator of the IQAC informed the house that the academic session of 2022-23 will start from the month November 2022. Therefore, the academic calendar, class routine, teaching plan and lesson plan etc should be ready before the commencement of regular classes. Moreover, the academic committee should also take imitative to publish the college prospectus.

**Resolution No. 03:**

It is unanimously resolved that the Academic committee should prepare the Academic Calendar, College Prospectus and Class Routine as early as possible based on the Academic Calendar of Gauhati University. The faculty members should prepare their work load based on the Academic Calendar and prepare teaching plan and lesson plan accordingly to implement the curriculum in a systematic manner. The HoDs of all the department should take imitative initiative in this regard.

The meeting ends with a vote of thanks by the honourable Chairman/Principal of the college.



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



Principal,  
Bhawanipur Anchalik College  
Bhawanipur