

**Minutes of the 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 24th 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 24th December, 2021 Friday at Time: 11-00 A.M.

Members of the IQAC Present:

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| 1. Mr. Dharani Dhar Talukdar, <i>M.A., B.T.</i> | : Advisor |
| 2. Dr. Mukunda Sarma, <i>M.A., B. Ed, M. Phil, Ph. D.</i> | : Chairman |
| 3. Dr. Samiran Sarma, <i>M.A., M. Phil, Ph. D.</i> | : Co-Ordinator |
| 4. Dr. Abdus Salam, <i>M.A., Ph. D.</i> | |
| 5. Dr. Hitesh Chandra Roy, <i>M.A. Ph. D.</i> | : Teacher Member |
| 6. Mr. Shah Alam Hussain, <i>M.A.</i> | : Teacher Member |
| 7. Mr. Manas Kumar Chakrabarty, <i>M.A.</i> | : Teacher Member |
| 8. Mr. Raju Kumar Das, <i>M.A. M. Phil.</i> | : Teacher Member |
| 9. Dr. Amalesh Kumar Dutta, <i>M. Sc., Ph. D.</i> | : Teacher Member |
| 10. Mr. Maheswar Das, UDA | : Member |

Teaching and Non-Teaching Staff Members Present

11. Mr. Khanindra Talukdar
12. Dr. Badruz Zaman Khan
13. Mr. Dhiraj Patgiri
14. Mr. Mobarak Hussain
15. Mr. Abdus Sattar Choudhury
16. Mr. Gargeswar Kalita
17. Mr. Taiz Uddin Ahmed
18. Mr. Krishna Kanta Das

19. Dr. Malay Kalita
20. Mr. Dilip Kumar Deka
21. Dr. Amalesh Kumar Dutta
22. Dr. Ramjan Ali Ahmed
23. Mr. Jayanta Sarkar
24. Mr. Dipankar Choudhury
25. Mr. Nayan Kalita
26. Mr. Dipen Sutradhar
27. Miss. Helmina Khatun
28. Miss. Tarali Das
29. Miss. Susmita Deka
30. Mrs. Sahida Khatun
31. Mr. Apranjyoti Das
32. Mr. Dhruvajyoti Nayak
33. Mr. Niranjana Baishya
34. Mrs. Minati Talukdar
35. Mrs. Manika Talukdar
36. Mr. Manmohan Das
37. Mr. Maheswar Das
38. Mr. Prabin Chandra Das
39. Mr. Paren Swargayari
40. Mr. Basanta Das
41. Mr. Binay Baishya
42. Mr. Shah Alam Hussain
43. Mr. Joynal Abidin
44. Mr. Suman Barman
45. Mr. Ratul Mazumdar
46. Mr. Abdul Gofur
47. Dr. Niva Choudhury
48. Dr. Dulamani Das
49. Dr. Hannan Ali Ahmed

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 24th 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 22nd 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 3rd 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 3rd Cycle NAAC Assessment and Accreditation of the institution, it is unanimously resolved to complete the process of 3rd 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 15th 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 15th 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.

(j). 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 23rd 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.

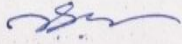
Agenda No.11 & 12, Issue No. 07: Summarization of everything and assessment of would be result of the Assessment and Accreditation process, by the IQAC coordinator and others.

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 31st 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.



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

29/12/2021
Signature of
IQAC Coordinator



Principal
Bhawanipur Anchalik College
Bhawanipur

29/12/2021
Signature of
Chairperson/Principal of the College
Bhawanipur Anchalik College
Bhawanipur, Bajali, Assam
PIN: 781352



President
Governing Body
Bhawanipur Anchalik College

29/12/2021
Signature of Approval of the
President, Governing Body
Bhawanipur Anchalik College
Bhawanipur, Bajali, Assam
PIN: 781352