



Office of the Principal

Bhawanipur Anchalik College

ভৱানীপুৰ আঞ্চলিক মহাবিদ্যালয়

Accredited (Second Cycle) by NAAC with CGPA of 2.53 on four Point Scale at B Grade

P.O.- Bhawanipur, Dist.- Barpeta (Assam)

Pin- 781352

From,

Dr. Mukunda Sarma, M.A., B.Ed., M.Phil., Ph.D.
Principal/Secretary

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- 9435024378 (M)

E-mail : bacbhawanipur@gmail.com

Memo No. BAC/

Date: 19/07/2020

From,

Office of the Principal,
Bhawanipur Anchalik College
Bhawanipur, Barpeta, Assam
PIN-781352, Mail Ids: msarma.tihu@gmail.com & bacbhawanipur@gmail.com

To,

The IQAC Coordinator, NAAC Steering Committee Coordinator & All Esteemed Members of the IQAC/Academic Committee

Dated, Bhawanipur Anchalik College, the 19th July, 2020.

Sub: **Earnest Request for Preparing the Detailed Academic Programme for 2020 - 2021**

Sir/Madam,

In inviting a reference to the subject cited above the undersigned with honour and humble submission likes to request you all for the finalization of the Academic Programme under the Guidance of the IQAC Coordinator and NAAC Steering Committee Coordinator for the Sessions 2020-2021. The Vice-principal has earnestly been requested for monitoring the exercise and offer all necessary administrative help and guidance. Further you all are requested to direct the staff members submit in complete format (to be prepared by self) the personal profile for the Coming NAAC Third Phase Assessment and Accreditation at the earliest. All teachers/coordinators of different Cells are to be directed for submitting the Academic Diary/Activities Diary for the last FOUR Years with specification of works during the ongoing Lockdown Periods for detail discussions and approval in the IQAC & Governing Body joint sitting to be held recently.

The Department of English, Department of Assamese, Department of Arabic, Department of Political Science, Department of Commerce in specific and all other Departments in general are to be directed to take immediate steps for organizing Web Seminar/Workshop/Academic Sitting etc. All are to be requested for mailing own Article for the College Magazine in Page Format being sincere at the earliest to the mail id of the principal. The Wall Magazines of the Departments/Central are to be finalized by the concerned Departments/persons at the earliest. All Teachers/employees are to be directed for becoming hundred per cent ready for ICT classes once the normalcy returns.

Everything should be finalized within 15 Days. All issues are to be treated important and urgent for administrative exercises & quality culture of the institution.

Enclosures:

1. All recent Guidelines of NAAC, UGC, MHRD etc.
2. Copy Mailed to hon'ble President for administrative record.

Yours faithfully



(Dr Mukunda Sarma)

Principal
Bhawanipur Anchalik College,
Bhawanipur.