

Minutes of the IQAC Meeting, Session 2020-21, Bhawanipur Anchalik College,  
Bhawanipur.

**Meeting No.-01, Session: 2020-21**

Agenda of IQAC meeting held on 02/07/2020 Thursday, Meeting No.1, Time: 2-30 P.M. (Online)

1. Purpose of the meeting- by IQAC co-ordinator & assumption of chair by the chair person.
2. Discussion on Academic exercise of the Department During Lockdown.
3. Progress on publication of college magazine & Research Journals.
4. Presentation of office staff on HS Final Year 2020 result and other office related activity including Admission to first year classes.
5. Miscellaneous.
- 6.

**Members of the IQAC:**

1. Mr. Dharani Dhar Talukdar, M.A., B.T. : Advisor 2. Dr. Mukunda Sarma, M.A., B.Ed, M.Phil, Ph.D : Chairman 3. Dr. Samiran Sarma, M.A.,M.Phil, Ph.D : Co-Ordinator 4. Dr. Pallabi Nath, M.A., B.Ed, NET/SLET, Ph.D : Asst. Co-ordinator 5. Mrs. Kuldip Das Oja, M.A, Vice-Principal : Member, Admin. 6. Dr. Hitesh Chandra Roy, M.A. Ph.D : Teacher Member 7. Mr. Shah Alam Hussain, M.A : Teacher Member 8. Mr. Manas Kr. Chakrabarty, M.A : Teacher Member 9. Mr. Raju Kr Das, M.A. M.Phil : Teacher Member 10. Mr. Jayanta Goswami, M.A. : Teacher Member 11. Dr. Amalesh Kr Dutta, M.Sc, Ph.D : Teacher Member 12. Mr. Mazibar Rahman, M.A : Teacher Member 13. Mr. Rajendra Nath Talukdar, B.A. : Member, Local Community 14. Mr. Chandi Prasad Das, B.Sc, B.T. : Member, Local Community 15. Dr. Ranjit Sarma, Prof. of Horticulture, KVK, Howly : Programme Co-ordinator 16. Dr. Gopesh Das, M.A. Ph.D, Salbari College : Alumni Member 17. Mr. Maheswar Das, UDA : Member 18. Mr. Anil Kr Sarma : Member, Management

**Quorum:**

The quorum is formed with the partaking of the required no. 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 2<sup>nd</sup> July 2020 Thursday, Meeting No. 1, Time: 2-30 P.M. Thanking the August House, the chairman urges the coordinator, Dr. Samiran Sarma to brief about the important action of the resolutions of the former meeting i.e the meeting held on 14th June 2020, Sunday, Meeting No. 06 of session 2019-2020 and thereby highlighted the core issues to be discussed in the meeting No.-01 of the session 2020-2021. Accordingly, the IQAC co-ordinator apprises the house on the development took place in the meantime on the basis of resolution adopted in the last meeting.

Expressing satisfaction over the action taken so far, the house lauded the sincere effort of the stakeholders of the institution and hereby approves the actions by voice-vote. Thenceforth, taking up the agenda, the chairman sets forth motion of discussions of the meeting No.-01 of the session 2020-2021.

The IQAC Coordinator also explained the purpose of the today's meeting

**Agenda No.2, Discussion on Academic exercise of the Department During Lockdown.**

The IQAC co-ordinator placed before the august house an action plan to be taken on the pandemic situation and how to continue the academic exercise during lockdown period. He also raised the issues of New admission to the college, academic issues like Preparation of Prospectus and academic calendar etc.

**Resolution No. 01:**

The house had a threadbare discussion on the issue and expressed their deep concern on how to continue the academic activity of the college during the lockdown period. They gave more importance on the online mode for continuing the academic activity including online classes and online evaluation system by the faculty members. After discussion on the issue It is unanimously resolved that online classes be continued for the students of each semester and accordingly the internal evaluation of the students will also be continued through online mode. The new admission will continue on online mode and principal of the college is requested to take necessary steps in this regard. The IQAC Coordinator will take necessary steps for preparation of academic calendar and prospectus of the college and accordingly these will be uploaded in the college website for the greater benefit of the students.

**Agenda No.3, Progress on publication of college magazine & Research Journals.**

The coordinator of the IQAC informed the august house about the pending publication of college magazine for the session 2017-18 and 1018-19 due covid-19 pandemic he also informed the house about the pending issues of BAC Research Journal and requested Magazine – in charge and coordinator of Research Publication and publicity cell to take immediate steps in this regard.

**Resolution No. 02:**

After threadbare discussion it is resolved that the in-charges of college magazine for the session 2017-18 and 2018-19 should take immediate steps for publication of the college magazine for both the session in one volume keeping in view the Covid-19 Pandemic. The Editors of the magazine be directed to work together for publication of the same. The Coordinator of Research Publication and Publicity Cell is also asked to take immediate steps for publication of the Research Journal.

**Agenda No.4, Presentation of office staff on HS Final Year 2020 result and other office related activity including Admission to first year classes.**

On request of IQAC coordinator and honourable principal of the college senior most UDA of the college to inform the house about the result of HS First year and their preparation on giving admission to HS and UG level admission.

**Resolution No. 03:**

After threadbare discussion it is resolved that the admission to the different HS and UG classes should only be made through online mode only keeping in view the covid-19 situation.

The meeting ended with vote of thanks from the chair of the IQAC coordinators and Chairman.



Principal,  
Bhawanipur Anchalik College  
Bhawanipur.

(Dr. Mukunda Sarma)  
Principal/Chairman, IQAC  
Bhawanipur Anchalik College,



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

(Dr. Samiran Sarma)  
Co-ordinator, IQAC  
Bhawanipur Anchalik College

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**Meeting No.-02, Session: 2020-21**

Agenda of IQAC meeting of 03<sup>rd</sup> November, 2020, Tuesday, Meeting No. 2, Time: 2-00 P.M.

1. Assumption of 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 2<sup>nd</sup> July, 2020.
3. Discussion on Academic Action Plan for the session-2020-21.
4. Discussion on holding of internal examinations, unit test, preparation of home assignment, projects and departmental seminar keeping in view the Covid-19 pandemic.
5. Holding of Guardians meet.
6. Miscellaneous.

**Members of the IQAC:**

1. Mr. Dharani Dhar Talukdar, M.A., B.T. : Advisor 2. Dr. Mukunda Sarma, M.A., B.Ed, M.Phil, Ph.D : Chairman 3. Dr. Samiran Sarma, M.A.,M.Phil, Ph.D : Co-Ordinator 4. Dr. Pallabi Nath, M.A., B.Ed, NET/SLET, Ph.D : Asst. Co-ordinator 5. Mrs. Kuldip Das Oja, M.A, Vice-Principal : Member, Admin. 6. Dr. Hitesh Chandra Roy, M.A. Ph.D : Teacher Member 7. Mr. Shah Alam Hussain, M.A : Teacher Member 8. Mr. Manas Kr. Chakrabarty, M.A : Teacher Member 9. Mr. Raju Kr Das, M.A. M.Phil : Teacher Member 10. Mr. Jayanta Goswami, M.A. : Teacher Member 11. Dr. Amalesh Kr Dutta, M.Sc, Ph.D : Teacher Member 12. Mr. Mazibar Rahman, M.A : Teacher Member 13. Mr. Rajendra Nath Talukdar, B.A. : Member, Local Community 14. Mr. Chandi Prasad Das, B.Sc, B.T. : Member, Local Community 15. Dr. Ranjit Sarma, Prof. of Horticulture, KVK, Howly : Programme Co-ordinator 16. Dr. Gopesh Das, M.A. Ph.D, Salbari College : Alumni Member 17. Mr. Maheswar Das, UDA : Member 18. Mr. Anil Kr Sarma : Member, Management

**Quorum:**

The quorum is formed with the partaking of the required no. 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 03<sup>rd</sup> November 2020, Tuesday, Meeting No. 2, Time: 2-00 P.M. Thanking the August House, the chairman urges the coordinator, Dr. Samiran Sarma to brief about the important action of the resolutions of the former meeting i.e the meeting held on 2<sup>nd</sup> July 2020, Thursday, Meeting No. 01 of session 2020-2021 and thereby highlighted the core issues to be discussed in the meeting No.-02 of the session 2020-2021. Accordingly, the IQAC co-ordinator apprises the house on the development took place in the meantime on the basis of resolution adopted in the last meeting.

Expressing satisfaction over the action taken so far, the house lauded the sincere effort of the stakeholders of the institution and hereby approves the actions by voice-vote. Thenceforth, taking up the agenda, the chairman sets forth motion of discussions of the meeting No.-02 of the session 2020-2021.

The IQAC Coordinator also explained the purpose of the today's meeting.

**Agenda No.3, Discussion on Academic Calendar for the session 2020-2021.**

The IQAC Coordinator placed before the house the academic calendar prepared by IQAC of the college for discussion and approval.

**Resolution No. 01:**

After threadbare discussion on the Academic Calendar prepared by IQAC for the session 2020-2021 the house unanimously resolved that the same be approved. However, the IQAC coordinator and Principal of the college are authorized to make need based change on it keeping in view the Covid-19 pandemic.

**Agenda No.4, Discussion on holding of internal examinations, unit test, preparation of home assignment.**

The IQAC coordinator has placed before the house the issue of conducting internal assessment examination, unit test, home assignment, projects and departmental seminar for the 2020-2021. The coordinator also suggested to hold all these exercise in online mode.

**Resolution No. 02:**

On hearing the issue from IQAC coordinator the house unanimously resolved to hold all the internal assessment examination, unit test, home assignment, projects and departmental seminar for the session 2020-2021 through online mode. The examination board will take necessary measures in this regard.

**Agenda No.5: Holding of Guardians meet.**

Due to Covid-19 pandemic the holding a Guardian meet became essential for discussion on academic matters and students related matters. The IQAC coordinator informed the house regarding the online classes and examination where mobile phone are largely used by the students and the probable negative effect on the students from it.

**Resolution No. 03:**

On hearing the IQAC coordinator the house had a threadbare discussion on the issue and expressed their great concerned on the matter. It was unanimously resolved that strict discipline on the campus should be maintained and students will not be allowed to use the mobile phone in the college other than educational purposes. The principal of the college will constitute a committee to look after the matter.

The meeting ended with vote of thanks from the chair of the IQAC coordinators and Chairman.



Principal,  
Bhawanipur Anchalik College  
Bhawanipur.

(Dr. Mukunda Sarma)  
Principal/Chairman,IQAC  
Bhawanipur Anchalik College,



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

(Dr. Samiran Sarma)  
Co-ordinator, IQAC  
Bhawanipur Anchalik College

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**Meeting No.-03, Session: 2020-21**

Agenda of IQAC meeting of 24<sup>th</sup> February, 2021, Wednesday, Meeting No. 3, Time: 1-30 P.M.

1. Assumption of 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 03<sup>rd</sup> November, 2020, Tuesday.
3. Discussion on holding counseling and awareness programs for students.
4. Discussion on Celebration of International Womens' Day.
5. Discussion on academic issues.
6. Miscellaneous.

**Members of the IQAC:**

1. Mr. Dharani Dhar Talukdar, M.A., B.T. : Advisor 2. Dr. Mukunda Sarma, M.A., B.Ed, M.Phil, Ph.D : Chairman 3. Dr. Samiran Sarma, M.A.,M.Phil, Ph.D : Co-Ordinator 4. Dr. Pallabi Nath, M.A., B.Ed, NET/SLET, Ph.D : Asst. Co-ordinator 5. Mrs. Kuldip Das Oja, M.A, Vice-Principal : Member, Admin. 6. Dr. Hitesh Chandra Roy, M.A. Ph.D : Teacher Member 7. Mr. Shah Alam Hussain, M.A : Teacher Member 8. Mr. Manas Kr. Chakrabarty, M.A : Teacher Member 9. Mr. Raju Kr Das, M.A. M.Phil : Teacher Member 10. Mr. Jayanta Goswami, M.A. : Teacher Member 11. Dr. Amalesh Kr Dutta, M.Sc, Ph.D : Teacher Member 12. Mr. Mazibar Rahman, M.A : Teacher Member 13. Mr. Rajendra Nath Talukdar, B.A. : Member, Local Community 14. Mr. Chandi Prasad Das, B.Sc, B.T. : Member, Local Community 15. Dr. Ranjit Sarma, Prof. of Horticulture, KVK, Howly : Programme Co-ordinator 16. Dr. Gopesh Das, M.A. Ph.D, Salbari College : Alumni Member 17. Mr. Maheswar Das, UDA : Member 18. Mr. Anil Kr Sarma : Member, Management

**Quorum:**

The quorum is formed with the partaking of the required no. 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> February, 2021, Wednesday, Meeting No. 3, Time: 1-30 P.M. Thanking the August House, the chairman urges the coordinator, Dr. Samiran Sarma to brief about the important action of the resolutions of the former meeting i.e the meeting held on 03<sup>rd</sup> November, 2020, Tuesday, Meeting No. 02 of session 2020-2021 and thereby highlighted the core issues to be discussed in the meeting No.-03 of the session 2020-2021. Accordingly, the IQAC co-ordinator apprises the house on the development took place in the meantime on the basis of resolution adopted in the last meeting.

Expressing satisfaction over the action taken so far, the house lauded the sincere effort of the stakeholders of the institution and hereby approves the actions by voice-vote. Thenceforth, taking up the agenda, the chairman sets forth motion of discussions of the meeting No.-03 of the session 2020-2021.

The IQAC Coordinator also explained the purpose of the today's meeting.

**Agenda No.3,** Discussion on holding counseling and awareness programs for students.

The coordinator has placed before the august house the need of holding counseling and awareness programs by the different cells to give wide exposure to the students and creating awareness among them on burning social issues on health, hygiene, gender issued and entrepreneurship development.

**Resolution No. 01:**

After a threadbare discussion on the plea placed by the coordinator on the floor, it is resolved that the IQAC with the help of Extension Education Cell and NSS unit of the college will take necessary steps for organizing such counseling and awareness programme for the greater benefit of the students. The IQAC coordinator has been to empowered to take necessary decision in this regard with consultation with coordinators of different cells and principal of the college.

**Agenda No.4,** Discussion on extension service to the society through different Cells.

The IQAC coordinator has placed before the house the issue of conducting regarding celebration of International Womens' Day on 08/03/2021.

**Resolution No. 02:**

The house after hearing the IQAC coordinator on the issue unanimously resolved that the International Womens' Day be celebrated on 08/03/2021 and the Women Cell will take necessary steps in this regard. The coordinator of the women cell is entrusted with the power to take decision in this regard with consultation with the principal of the college and the IQAC Coordinator. It was also resolved that the programme should cover the health and hygiene issue of the women especially the girls child.

**Agenda No.5: Discussion on academic issues.**

The coordinator has placed before the house a picture of the academic atmosphere of the college especially keeping in view the academic loss of the students due to the emergence of covid-19 pandemic. He urged the house that the faculty members should take the matter seriously and take necessary steps for academic benefit of the students.

**Resolution No. 3:**

After appeal of the IQAC coordinator the house after threadbare discussion unanimously resolved that the faculty members of the college will take necessary steps for holding both online and offline classes, maintaining the covid protocol of the government to fillup the academic loss of the students. Teachers of the respective departments will communicate with the students of their respective departments and arrange some counseling classes for them. All HoDs are asked to take necessary steps in this regard.

The meeting ended with vote of thanks from the chair of the IQAC coordinators and Chairman.

  
Principal,  
Bhawanipur Anchalik College  
Bhawanipur.  
(Dr. Mukunda Sarma)  
Principal/Chairman,IQAC  
Bhawanipur Anchalik College,

  
Co-ordinator  
Internal Quality Assurance Cell  
Bhawanipur Anchalik College  
Bhawanipur.  
(Dr. Samiran Sarma)  
Co-ordinator, IQAC  
Bhawanipur Anchalik College

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**Meeting No.-04, Session: 2020-21**

Agenda of IQAC meeting of 25<sup>th</sup> May, 2021, Tuesday, Meeting No.4, Time: 2-00 P.M.

1. Assumption of 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 24<sup>th</sup> February, 2021, Wednesday, Meeting No. 3.
3. Discussion on Innovative Teaching Methodologies to be followed in Classroom Transactions.
4. Discussion of Cycle-3 NAAC Assessment and Accreditation.
5. Review of the online classes taken by the teachers during Covid-19 pandemic.
6. Miscellaneous.

**Members of the IQAC:**

1. Mr. Dharani Dhar Talukdar, M.A., B.T. : Advisor 2. Dr. Mukunda Sarma, M.A., B.Ed, M.Phil, Ph.D : Chairman 3. Dr. Samiran Sarma, M.A.,M.Phil, Ph.D : Co-Ordinator 4. Dr. Pallabi Nath, M.A., B.Ed, NET/SLET, Ph.D : Asst. Co-ordinator 5. Mrs. Kuldip Das Oja, M.A, Vice-Principal : Member, Admin. 6. Dr. Hitesh Chandra Roy, M.A. Ph.D : Teacher Member 7. Mr. Shah Alam Hussain, M.A : Teacher Member 8. Mr. Manas Kr. Chakrabarty, M.A : Teacher Member 9. Mr. Raju Kr Das, M.A. M.Phil : Teacher Member 10. Mr. Jayanta Goswami, M.A. : Teacher Member 11. Dr. Amalesh Kr Dutta, M.Sc, Ph.D : Teacher Member 12. Mr. Mazibar Rahman, M.A : Teacher Member 13. Mr. Rajendra Nath Talukdar, B.A. : Member, Local Community 14. Mr. Chandi Prasad Das, B.Sc, B.T. : Member, Local Community 15. Dr. Ranjit Sarma, Prof. of Horticulture, KVK, Howly : Programme Co-ordinator 16. Dr. Gopesh Das, M.A. Ph.D, Salbari College : Alumni Member 17. Mr. Maheswar Das, UDA : Member 18. Mr. Anil Kr Sarma : Member, Management

**Quorum:**

The quorum is formed with the partaking of the required no. 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 25<sup>th</sup> May, 2021, Tuesday, Meeting No. 4, Time: 2-00 P.M. Thanking the August House, the chairman urges the coordinator, Dr. Samiran Sarma to brief about the important action of the resolutions of the former meeting i.e the meeting held on 24<sup>th</sup> February, 2021, Wednesday, Meeting No. 3 of session 2020-2021 and thereby highlighted the core issues to be discussed in the meeting No.-03 of the session 2020-2021. Accordingly, the IQAC co-ordinator apprises the house on the development took place in the meantime on the basis of resolution adopted in the last meeting.

Expressing satisfaction over the action taken so far, the house lauded the sincere effort of the stakeholders of the institution and hereby approves the actions by voice-vote. Thenceforth, taking up the agenda, the chairman sets forth motion of discussions of the meeting No.-04 of the session 2020-2021.

The IQAC Coordinator also explained the purpose of the today's meeting.

**Agenda No.3,** Discussion on Innovative Teaching Methodologies to be followed in Classroom Transactions.

The coordinator of the IQAC placed in the meeting the issues of using ICT tools in teaching learning method. He urges that keeping in view the covid-19 pandemic and Lockdown period the classes for the students must be carried through online method using the various digital platform like, Google Classroom, Zoom etc as an innovative teaching learning methodology. He also expressed his willingness to organize an Online Workshop on use of ICT Tools for Effective Teaching with the help of TLC, Tezpur University

**Resolution No. 01:**

After a threadbare discussion on the plea placed by the coordinator on the floor, it is resolved that the IQAC with the help of principal of the college should organize a workshop for the teachers on the use of ICT Tools for Effective Teaching with the help of TLC, Tezpur University. The IQAC coordinator and Principal of the college is empowered to communicate with TLC Tezpur University for fixing the date and ensure that all the faculty members of the college must attend the same.

**Agenda No.4,** Discussion of Cycle-3 NAAC Assessment and Accreditation.

The IQAC coordinator has placed before the house the issue of Cycle-3 NAAC Assessment and Accreditation which was to be done in the year 2020. But due to Covid-19 pandemic and lockdown the process of Assessment and Accreditation could not be completed in due time. However he said that all the necessary AQARs since 2015-16 to 2019-20 has already been seen submitted to the NAAC.

**Resolution No. 02:**

The house after hearing the IQAC coordinator on the issue unanimously resolved that the Cycle-3 Assessment and Accreditation by NAAC should be done just after the pandemic is over. The house also expressed its satisfaction over the issue that all the necessary AQARs have been timely submitted till date and asked the IQAC coordinator to continue the process of submission of AQARs on due time.


**Agenda No.5:** Review of the online classes taken by the teachers during Covid-19 pandemic.

The coordinator has placed before the house a picture of the online classes taken so far by the faculty members during the lockdown period till date. He also informed the house regarding the need of improvement in the method of online teaching by the teachers.

**Resolution No. 3:**

After threadbare discussion on the issue the house expressed their satisfaction over the initiative of the teacher on taking online classes and asked them to continue the process for greater benefit of the students. The IQAC coordinator is also requested to keep all records of online classes of the teachers for future reference.

The meeting ended with vote of thanks from the chair of the IQAC coordinators and Chairman.



Principal,  
Bhawanipur Anchalik College  
Bhawanipur.

(Dr. Mukunda Sarma)  
Principal/Chairman,IQAC  
Bhawanipur Anchalik College,



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Internal Quality Assurance Cell  
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(Dr. Samiran Sarma)  
Co-ordinator, IQAC  
Bhawanipur Anchalik College