



Date: 28-08-2018

Minutes of IQAC Meeting

A meeting of IQAC, B.B.K. College is held today on 28th August, 2018 under the Chairmanship of Chairman, IQAC cum Principal i/c, B.B.K. College to discuss the agenda noted below:

Agenda:

- (i) Discussion on RAF
- (ii) Discussion on activation of various cells
- (iii) Discussion on IQAC seminar/workshop
- (iv) Others, if any

Minutes of the Meeting:

- 1) The matter of opening of PG Courses in Assamese. Botany and English is discussed and the Principal i/c informs that due to lack of adequate laboratories and lack of minimum 3 PhD holders in the Department of Assamese and English the matter of opening PG courses could not be processed. After discussion, it is resolved that the HoDs of Assamese, Botany and English are entrusted with responsibility of opening PG courses.
- 2) The matter of holding seminar/ workshop is discussed and it is resolved that a workshop on RAF be organized at the earliest. The coordinator, IQAC is advised to take necessary steps in this regard.
- 3) The matter of Society Registration of the college is discussed and it is resolved that it be renewed at the earliest. The coordinator will take all necessary steps in this regard.
- 4) The matter of subscription of journals is discussed and it is resolved that the Principal should take necessary steps in this regard.
- 5) The matter of supply of pure drinking water is discussed and it is resolved that to entrust Principal i/c to install 4 water tank of 1000 ltrs capacity each (2 in Science Building and 2 in the existing water tank.)
- 6) Resolved that cells under IQAC be reconstituted at the earliest and a General meeting in this regard will be held tentatively on the 1st week of September, 2018.

Signature of the members

Signature of members

1. Kanak Ch. Nalae
2. Anil Leshephel
3. Nripendra Nath Das
4. Dr. Kishor Kr. Datta
5. Manalisha Deka
6. Ranjita Seta
7. Amineur Rahman
8. Dipak Kr. Saha
9. Nabea Kr. Das
10. R. Gopinath Das


Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



Minutes of IQAC Meeting

A meeting of IQAC, B.B.K. College is held today on 5th December, 2018 under the Chairmanship of Chairman, IQAC cum Principal i/c, B.B.K. College to discuss the agenda noted below:

Agenda:

- (v) Discussion on activation of various cells
- (vi) Others, if any

Minutes of the Meeting:

- 7) The matter of activation of various cells of the college is discussed and in view of meeting dated 28-08-2018, the activation of the cell has yet to be initiated and in this regard, the meeting resolved and entrust Principal i/c to constitute different cells for maintaining in consultation with coordinator, IQAC in line with quality framework of higher education.
- 8) The meeting also urged that the IQAC coordinator be kept free from all other duties so that the internal quality of the college remain excel in its scope.

Signature of the members

Signatures :

- ① Gharashyam Nath
- ② Ramesh Das
- ③ Anant Debhepale
- ④ Ali Hussain Sheikh
- ⑤ Rina Das
- ⑥ Indresu Misra
- ⑦ Juntun Das
- ⑧ Pontha Kumari Devi
9. Jaynal Akola
10. Shahjahan Amin
11. Shikraj Goswami
12. Debajit Kr. Choudhury
13. Bipul Krishna Das
14. Robin Kr. Sarma
15. Gindran Das
16. Gus
17. Amenuz Rahman
18. Gyanada Deha Talukdar
19. Anipendron Nath
20. Mrinali Hegarika
21. Monalisa Deha
22. Karahi Talukdar
23. Rumunmi H. Palai
24. Sadhana Medhi
25. Gopal Kumar Sarma


Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



**IQAC Meeting
(With Teachers)**

Date: 05/01/2019

A joint meeting with staff is held today in the conference hall of this college.

Minutes:

- 1) The Principal urges all the teachers to have a close study of the IQAC guidelines. He requested all the HoDs to study the guidelines during the winter vacation.
- 2) The Principal urges the department to maintain Lesson Plan and Departmental Diary.
- 3) The Principal urges the in charges of NCC, NSS & BSG to take necessary steps to gear up these important organizations of the college.

Signature of the Members:

- 1.
- 2.
3. Jaynal Abedin
4. Chanumadi Kalita
5. Shahjahan Amin
6. Phulone Nisa
7. Mami Ojah
8. Karabi Talukdar
9. Khiraj Goswami
10. Jakir Hussain
11. Dr. Kikhar K. Deka
12. Dr. Shomendra Palan
13. Lakshmi Barua
14. Dipak Ray Choudhury
15. Masum Ali Sikdar
16. Ghanashyam Nath
17. Ram K. Deka
18. Ali Hussain Sheikh
19. Pranjoy Deka
20. Bipanada Pheh Talukdar
21. Ramen Barman
22. Bismah Choudhury
23. Anwar Rahman

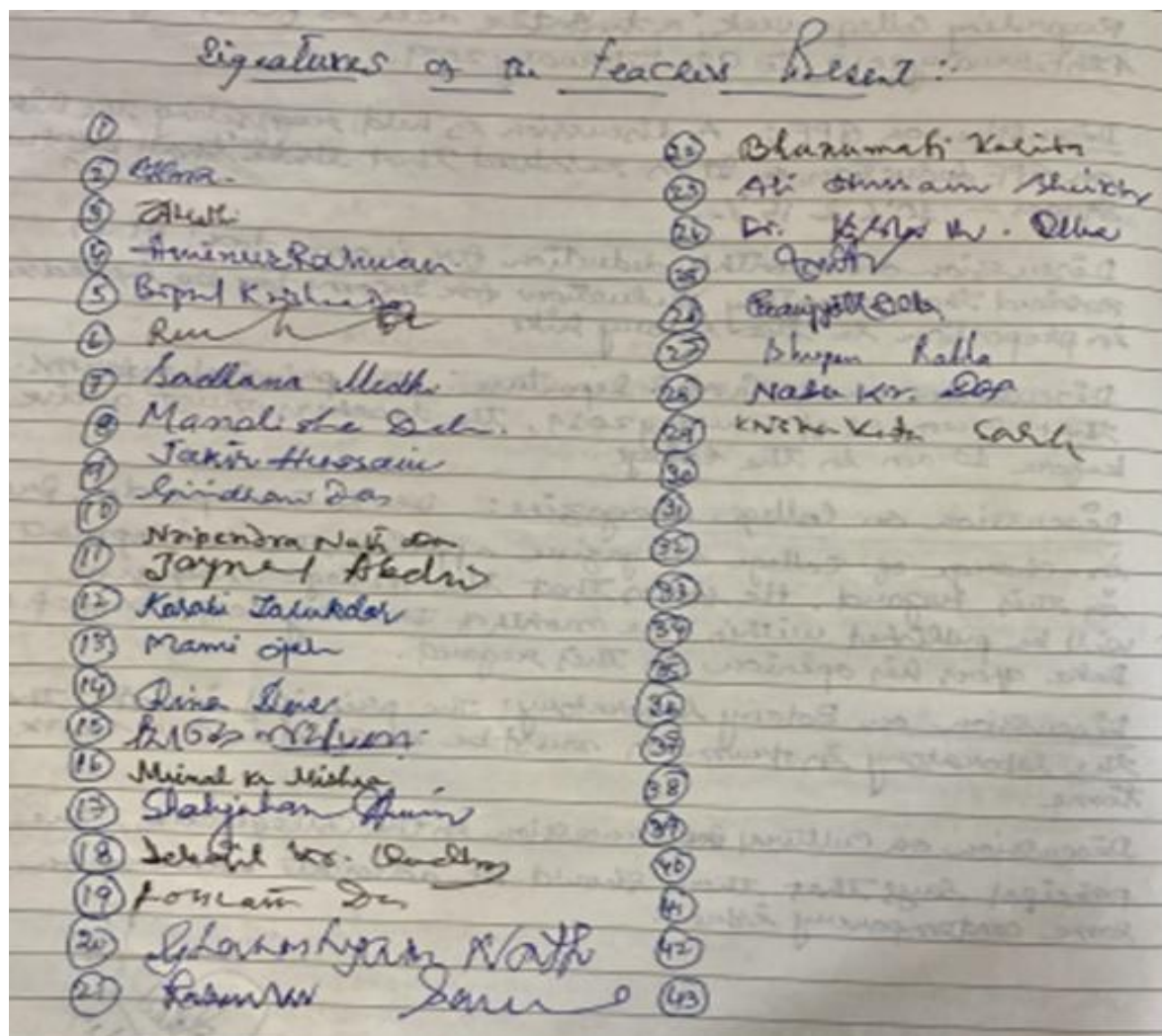
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B.B.K. College, Nagaon
Barpeta (Assam)

**IQAC Meeting
(With Teachers)**

Resolution no. 1: After discussion on the academic matters and routine, it is resolved that the routine of Science Stream be modified by the concerned responsible teachers entrusted with the preparation of the routine within 1st week of August, 2019.

Resolution no. 2: Resolved that an orientation programme will be held to create awareness among students on New Syllabus and routine. The following teachers are selected as resource teachers to deliver speech:

- i) Dr. G.K. Sarma
- ii) Dr. P.J. Deka
- iii) Dr. Hitendra Nath Deka

Signature of Members Present:


Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)

**IQAC meeting
(With Staff)****Date: 29/ 06/ 2019**

Resolution no.1: The issues related to routine are discussed and the routine committee is advised to complete the routine at the earliest and submit the routine to the Principal within 15th July, 19. It is also advised that while preparing the routine, the routine committee should take care that no two classes of minor subjects be held consecutively.

Resolution no. 2: Resolved that the respective departments will complete the allotment of their departments within summer vacation and the same be circulated among students after reopening of classes after summer vacation.

Signature of the Member Present:

<u>Signatures of the Teachers Present</u>	
1.	17. Phulrenu Nida
2. Anindra Nath Das	18. Rina Das
3. Himanshu Madhi	19. Animesh Rahman
4. Jayant Abhin	20. Rumoni Hazarika Patra
5. Supriya Rabha	21. Juntun Das
6. Sahajit Choudhury	22. Brajyoti Das
7. Minal K. Mishra	23. Ruchi Das
8. Jhannu NATH	24. Rishi Patra Sarin
9. Bipul Krishna Das	25. Laxmin Das
10. Bhawanadi Kalita	26. Shirey Gomm
11. Hiramani Jitai	27. Keba Kr Das
12. Mani Oja	28. Apurva Das
13. Chaya Ranilaxika	29.
14. Dipika Das	30.
15. Karabi Talukdar	31.
16. Basumadhaba Talukdar	32.


Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



**IQAC meeting
(With HoDs)**

Date: 21/11/2019

Resolution no. 1: Resolved that special classes for meritorious students of H.S 2nd Year will be held after their Test Exam is over. A special routine will be prepared for implementation of this.

Resolution no. 2: Resolved that all the Heads of the department will take all possible measures to complete the syllabus of H.S. 1st Year.

Signatories of the Teachers (HoDs) Present

1. Kanak C. Naha
2. Rasmita Barua
3. Amicus Rahman.
4. Hripendra Nath Das
5. Sadhana Medhi
6. Lokman Singh
7. Hitenendra Nath Saha
8. Ranjit Lakshapadai
9. Jaynat Abhin
10. Juntun Das
11. Mami Ojah
12. Mainali Horprika.
13. Gitanada Jeka Teleskder.
14. Sakir Hussain
15. Bhanumati Kaito
16. Rina Das
17. Ghanshyam Nath

Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



**IQAC Meeting
(With Staff)**

Date:02/03/2020

A meeting with teaching staff of the college is held today the 2nd March, 2020 under the chairmanship of Principal i/c Kanak Ch. Nath to discuss academic matters.

Minutes:

- 1) Dr. Sadhana Medhi, who was participated to 2-day workshop by HRDC, GU presents the discussed matters of the workshop on CBCS and NAAC assessment (as per new guidelines).
- 2) The coordinator of IQAC of this college suggests for arrangement to hold inter-departmental and intra departmental seminar, development of the college website, holding of parent-teacher meeting and outreach programme.
- 3) The chairman of the meeting solicits cooperation from all teachers for maintaining quality education.

Signature of the Members:

<u>Signatures of the teachers Present</u>	
1.	16. Phubum Lima.
2. Jhanakshyam Nath	17. Mainali Hazarika.
3. Ali Hussain Sheikh	18. Karabi Talukdar
4. Nripendra Nath Das	19. Gyanada Leka Talukdar
5. Naba Kr. Das	20. Animesh Rahman.
6. Ranjit Keshapfel -	21.
7. Binodini Choudhury	22.
8. Nirmal K. Mishra	23.
9. Subjit Choudhury	24.
10. Jyoti Nath	25.
11. Shajahan Amin	26.
12. Ranjit Krishna Das	27.
13. Rishik K. Sarma	28.
14. Ritika Kanta Sarma	29.
15. Prabha K. Devi.	30.
16. Sadhana Medhi	

Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



**IQAC Meeting
(With Staff)**

Date: 17/03/2020

An emergent meeting staff is held today on 17th March, 2020 with the teaching staff under the chairmanship of the Principal i/c Kanak Ch. Nath to discuss on the pre-cautionary measures to prevent the outbreak of the Corona Virus.

Minutes of the meeting:

- 1) Awareness Programme will be carried out in the neighbouring villages.
- 2) An expert in this regard will be invited to deliver lecture on the matter.
- 3) Leaflets will be published and distributed reflecting the measures already published in print media/ electronic media among the people during door-to-door visit.
- 4) In addition to these, the following measures may be taken:
 - i) To clean the entire college campus and classrooms.
 - ii) Supply of drinking water.

Signature of the Members:

Signatures of the teaching and non-teaching staff present.

1. Jayant Abhin	11. Bipul Krishna Das
2. Rina Das	12. Anish Das
3. Karabi Lalukdar	13. Gopal Kumar Sarmah
4. Ghanumati Kaling	14.
5. Gyanendra Kumar Talukdar	15.
6. Pranjyoti Seta	16.
7. Nandram Das	17.
8. Brijendra	18.
9. Dipak Bhaumik	19.
10. Naba Kr. Das	20.
11. Naban K. Sarmah	


Principal i/c
B.B.K. College, Nagaon
Barpeta (Assam)



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Minutes of IQAC Meeting

Date: 10-08-2021

A meeting of IQAC, BaosiBanikanta College was held on 10-08-2021 at 2 PM in IQAC Room. The following members were present in the meeting:

1. Dr. Pradip Das, *Chairman, IQAc and Principal*
2. Dr. RanjitSabhapandit, *Associate Professor*
3. Giridhari Das, *Associate Professor*
4. Loknath Das, *Associate Professor*
5. Naba Kumar Das, *Associate Professor*
6. Dr. SadhanaMedhi, *Associate Professor*
7. Dr. Kishor Kumar Deka, *Associate Professor*
8. Bhabajit Bayan, *Associate Professor*
9. Aminur Rahman, *Associate Professor*
10. Dr. Manalisha Deka, *Assistant Professor*
11. Dr. BhupenRabha, *Assistant Professor*
12. Sabin Das, *Senior Assistant*
13. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

The meeting began with the welcome remarks of the Principal.

Resolution 1: The Coordinator, IQAC presented the Action Taken Report of the Academic Session 2021-22 and after discussion, the report was accepted by the committee.

Resolution 2: The Coordinator urged for suggestion for the preparation Annual Action Plan for the session 2022-23. The committee members were thoroughly discussed the matter and resolved to incorporate the dimensions of academic, extra-curricular, research, creation of environmental values and social outreach in the Action Plan and entrusted Coordinator, IQAC to initiate the process.



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Resolution 3: The matter of preparation of SSR was bring to the notice of the committee by the Principal and urged suggestion for its preparation. The committee discussed the matter in-depth and resolved to form criteria-wise committee for effective preparation of the SSR.

Gopal Kumar Sarma

Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)

[Signature]

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)



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Minutes of IQAC Meeting

16-09-2021

A meeting of IQAC, B.B.K. College was held on 16-09-2021 with conveners of 7 criterions under the Chairmanship of Principal, B.B.K. College to discuss the agenda noted below:

Agenda:

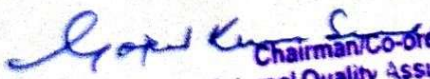
- (i) Preparation regarding ensuing NAAC A&A
- (ii) Distribution of duties (criteria wise)

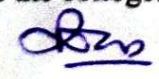
The following members were present in the meeting:

1. Dr. Pradip Das, *Chairman, IQAC and Principal*
2. Dr. Ranjit Sabhapandit, *Associate Professor*
3. Dr. Sadhana Medhi, *Associate Professor*
4. Loknath Das, *Associate Professor*
5. Aminur Rahman, *Associate Professor*
6. Dr. Kishor Kumar Deka, *Associate Professor*
7. Bhabajit Bayan, *Associate Professor*
8. Dr. Manalisha Deka, *Assistant Professor*
9. Dr. Pranjyoti Deka, *Assistant Professor*
10. Dr. Bhupen Rabha, *Assistant Professor*
11. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 1) The coordinator, IQAC explained the importance of NAAC Assessment and Accreditation and its implication in augmenting quality higher education. To expedite the process of A&A, he urged for distribution of duties criteria wise.
- 2) The Principal of the college also urged the members to act accordingly so that ensuing NAAC A&A process become smooth and meaningful. He asked the coordinator, IQAC to explain briefly all the seven criteria so that the distribution of works be possible as per capacity.
- 3) The coordinator briefly explained all the seven criteria along with its relative weightage.
- 4) On consultation with the members, Principal drafted seven committees comprising all criterions. The Principal expected all sort of support from all the staff of the college.


Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)


Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)



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Minutes of IQAC Meeting

Date: 28-09-2021

IQAC, B.B.K. College organized a meeting on 28-09-2021 to discuss the conduction of Student Induction Programme (SIP). The meeting was chaired by Principal, B.B.K. College, Nagaon, Barpeta and the following members were present:

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabhapandit, *Associate Professor*
4. Naba Kumar Das, *Associate Professor*
5. Dr. Debajit Kumar Choudhury, *Associate Professor*
6. Sadhana Medhi, *Associate Professor*
7. Jaynal Abdin, *Assistant Professor*
8. Aminur Rahman, *Associate Professor*
9. Dr. Kishor Kumar Deka, *Associate Professor*
10. Dr. Birinchi Choudhury, *Associate Professor*
11. Bhabajit Bayan, *Associate Professor*
12. Dhiraj Goswami, *Assistant Professor*
13. Dipak Raychoudhury, *Assistant Professor*
14. Jakir Hussain, *Assistant Professor*
15. Dr. Shahjahan Amin, *Assistant Professor*
16. Dr. Bhupen Rabha, *Assistant Professor*
17. Chabin Das, *UDA*
18. Laksheswar Talukdar, *LDA*
19. Harekrishna Deka, *Lab. Assistant*
20. Debajit Sarma, *LDA*
21. Pratha Pratim Medhi, *LDA*
22. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 1) The coordinator, IQAC welcomed the members of the meeting and explained the importance of SIP in helping new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members. In this backdrop, the coordinator IQAC has solicited suggestion from the esteemed members to make the programme a success.



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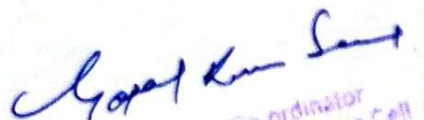
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- 2) Assistant coordinator of IQAC made a presentation on the aspects of SIP to make it convenient for the members to provide valuable suggestions for the conduction of the same.
- 3) After discussion, the meeting decided to conduct SIP in two days- 6th & 7th October, 2021. The first day would be a day long programme, which was general in nature and it included various motivational lectures and college guidelines that delivered by the faculty members of the college. In the second day of SIP, it will be held in departmental level.
- 4) The Principal entrusted the coordinator and assistant coordinator, IQAC to prepare a detailed schedule and to brief that to the faculty members at the earliest. The principal assured every possible support for the success of the programme.


Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)


Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)



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Minutes of IQAC Meeting

Date: 21-10-2021

A meeting of B.B.K. College was held on 21-10-2021 with following members to discuss academic affairs of the college. The meeting is chaired by Principal, B.B.K. College, Nagaon, Barpeta.

Members Presented in the Meeting (IQAC and Teaching Staff):

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabharwal, *Associate Professor*
4. Nripendra Nath Das, *Associate Professor*
5. Prabha Kumari Devi, *Associate Professor*
6. Ali Hussain Sheikh, *Associate Professor*
7. Runumi Hazarika Pathak, *Associate Professor*
8. Dr. Debajit Roy Choudhury, *Associate Professor*
9. Bipul Kumar Das, *Associate Professor*
10. Dr. Krishna Kanta Sarmah, *Associate Professor*
11. Rina Das, *Associate Professor*
12. Loknath Das, *Associate Professor*
13. Mrinali Hazarika, *Associate Professor*
14. Dr. Hitendra Nath Deka, *Associate Professor*
15. Dr. Sadhana Médhi, *Associate Professor*
16. Aminur Rahman, *Associate Professor*
17. Dr. Kishor Kr. Deka, *Associate Professor*
18. Dr. Birinchi Choudhury, *Associate Professor*
19. Dr. Dhruba Kr. Pathak, *Assistant Professor*
20. Dr. Jaynal Abdin, *Assistant Professor*
21. Jakir Hussain, *Assistant Professor*
22. Dipak Ray Choudhury, *Assistant Professor*
23. Dr. Pranjyoti Deka, *Assistant Professor*
24. Dr. Mrinal Kr. Mishra, *Assistant Professor*
25. Dr. Shahjahan Amin, *Assistant Professor*
26. Dr. Bhupen Rabha, *Assistant Professor*
27. Dr. Karabi Talukdar, *Assistant Professor*
28. Harun Al Rashid, *Assistant Professor*
29. Illora Narzary, *Assistant Professor*
30. Dr. Momi Ojah, *Assistant Professor*
31. Dr. Balen Ch. Deka, *Assistant Professor*
32. Partha Pratim Bezbaruah, *Assistant Professor*
33. Kakila Das, *Assistant Professor*
34. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*



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Minutes of the Meeting:

- 1) The Principal of the college explained the teaching staff of the college on the guidelines of Gauhati University in respect of evaluation of answer scripts of BA/BSc 4th semester and requests all the faculty members to engage themselves in the evaluation process.
- 2) The Principal also placed the status of class routine and a problem encountered so far in the implementation and for that solicited suggestions for its smooth implementation.
- 3) The members of the meeting actively discussed the matter of subject change and students willing to switch over to Honours course from Regular course.
- 4) It is resolved in the meeting no student from Regular course who have not taken the Honours selection Test will be allowed to offer Honours course. The student willing to change subject must apply in prescribed form within 30th October, 2021.

Gopal Kumar Sarma

Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)

B. B. K.

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)



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Minutes of IQAC Meeting

Date: 25-11-2021

A meeting with HoDs, members of Examination Board and Coordinator IQAC and RUSA was held on 25th November, 2021 to discuss various issues related to Examination and IQAC activities. The meeting was chaired by Principal, B.B.K. College, Nagaon, Barpeta. The following members were present in the meeting:

1. Dr. Pradip Das, *Principal and Chairman, IQAC*
2. Bhanumati Kalita, *Associate Professor*
3. Dr. Ranjit Sabhapandit, *Associate Professor*
4. Nripendra Nath Das, *Associate Professor*
5. Prabha Kumari Devi, *Associate Professor*
6. Ali Hussain Sheikh, *Associate Professor*
7. Runumi Hazarika Pathak, *Associate Professor*
8. Dr. Debajit Roy Choudhury, *Associate Professor*
9. Loknath Das, *Associate Professor*
10. Mrinali Hazarika, *Associate Professor*
11. Aminur Rahman, *Associate Professor and Coordinator, RUSA*
12. Dr. Kishor Kr. Deka, *Associate Professor*
13. Dr. Birinchi Choudhury, *Associate Professor*
14. Jakir Hussain, *Assistant Professor*
15. Dr. Bhupen Rabha, *Assistant Professor*
16. Dr. Momi Ojah, *Assistant Professor*
17. Partha Pratim Bezbaruah, *Assistant Professor*
18. Dr. Gopal Kumar Sarma, *Coordinator, IQAC*

Minutes of the Meeting:

- 1) The matter of teaching-learning and the syllabus completion were discussed. In view of the syllabus completion, the sessional examination of TDC classes was projected to be held from 10-12-2021. The sessional examination should be conducted by Sessional Examination Board.
- 2) The meeting resolved that the Sessional Examination board is formed with the following teachers:
 - Mrs. Bhanumati Kalita
 - Dr. R. Sabhapandit
 - Dr. Sadhana Medhi
 - Jakir Hussain
 - P.P. Bezbarua



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- M. Hazarika
- 3) The matter of students with arrear in 2nd Semester (Non-CBCS) was discussed and resolved that such students should be informed via notice through the website of the college. The students should communicate with the concerned departments within very short time and in case of failure to communicate the concerned department within stipulated period by them, they would be held responsible.
- 4) The matter related to IQAC activity and ensuing NAAC visit was discussed in the meeting and resolved that the criteria members expedite IQAC activities for NAAC invitation in guidance with the coordinator, IQAC.

Chairman/Co-ordinator
Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)

Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam
Minutes of IQAC Meetings
Date: 24-09-2022
Time 2 PM

A meeting of IQAC, Baosi Banikanta Kakati College, Nagaon for the academic year 2022-23 was held on 24/09/2022 at 2 PM in the Conference Hall of the college with teaching fraternity. The meeting was chaired by Dr. Pradip Das, Principal. The coordinator of IQAC welcomed the members present in the meeting. The following agenda were discussed in the meeting, and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sl. No.	Agenda	Minutes/ Resolution
1	Discussion on orientation of newly appointed teachers	The newly appointed teachers who have joined the college today give their introduction one by one and pledged to impart quality education to work for the betterment of the college. They also pledged to try their level best to work for engaging in extra-curricular activities with their skill in different fields during interaction, it has been found that the newly appointed teachers are skilled in sports, songs and dances.
2	Discussion on the Degree Final Semester Examination	The result of the last BA/BSc Final Examination is discussed and analysed. The overall performance of each department is found good. The faculty members pledged to work more for better result.
3	Discussion on student attendance	The attendance of students in the class is also discussed. The principal urged every faculty member to take special initiative for regular attendance of the students. The principal also urged ex faculty members to do the NAAC related activities.



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Principal
B.B.K. College
Nagaon (Barpeta)

Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam

Minutes of IQAC Meetings

Date: 13-03-2023

Time 2:30 PM

A discussion on preparation of reports on departmental activities, up-dation of departmental profile and preparation of data as per template 1-3-2 was held on 13th of March 2023 at 2:30 pm in IQAC room with all the heads of all departments. The meeting has been presided over by The Principal. The Assistant Coordinator of IQAC, Dr. Bhupen Rabha has demonstrated how the template and reports have to be prepared and uploaded. The following agenda were discussed in the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sl. No.	Agenda	Minutes/ Resolution
1	Preparation data as per NAAC template	The members present in the meeting presented their views and urged the Principal to form a suitable task force in consultation with Assistant Coordinator.
2	Preparation of departmental activity report	The matter of departmental activity was discussed in the meeting and the Principal urged the departmental head to compile the report as per format furnished by IQAC and also to prepare departmental activity plan for the coming academic session.
3	Discussion on student attendance	The matter of class attendance of students was discussed and after thorough discussion the meeting resolved for notifying the matter to the concerned students through official notice and through departmental WhatsApp group about stringent action.



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**Principal
B. B. K. College
Nagaon (Barpeta)**

Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam
Minutes of IQAC Meetings
Date: 28-03-2023
Time 1 PM

A meeting was organized on 28th of March, 2023 at 1 PM in IQAC room with members of Criteria VI Committee and IQAC members to discuss the steps to be taken to fill the allotted criterion in Self Study Report. The meeting has been presided over by The Principal. The Assistant Coordinator of IQAC, Dr. Bhupen Rabha welcomed the members. The following agenda were discussed in the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks.

Sl. No.	Agenda	Minutes/ Resolution
1	Preparation of data for SSR	The members present in the meeting presented their views and urged the Assistant Coordinator, IQAC to prepare a to do list in order to successfully prepare the Self Study Report.
2	Status of AQAR	Assistant Coordinator, IQAC informed the house on the status of submitted AQAR. He informed that the submitted AQAR up to the period 2020-21 has been accepted by the Coordinator, NAAC and the AQAR for the session 2021-22 also has been submitted and waiting for approval by the NAAC authority. The Assistant Coordinator also shows the gap of data for the AQAR 2022-23 and urged all the members of the criteria committee to speed up compilation. Based on the discussion it is resolved that the all the departments of the college must submit data in proper format as supplied by IQAC within a month.



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Principal
B. B. K. College
Nagaon (Barpeta)

Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam
Minutes of IQAC Meetings
Date: 29-03-2023
Time 2:30 PM

A meeting of IQAC on Academic Affairs was held on 29-03-2023 at 2:30 PM in the Conference Hall. The meeting was chaired by Dr. Pradip Das, Principal of College. The following agenda were discussed in the meeting, and it was unanimously resolved to implement them.

Sl. No.	Agenda	Minutes/ Resolution
1	Discussion on ensuing sessional examination	Resolution 1: It is resolved that Question Paper will be of 20 marks, according to the notice attached and the Exam duration will be one hour. Resolution 2: It is resolved that Sessional Answer Script must be packed properly departmentally as the university might enquire about it. Resolution 3: It is resolved that the sessional examination 2023 routine should be uploaded in every departmental website.



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Principal
B.B.K. College
Nagaon (Barpeta)

Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam

Minutes of IQAC Meetings

Date: 10-05-2023

Time 12 Noon

A meeting of IQAC was held on 10-05-2023 at 12 Noon in the Conference Hall. The meeting was chaired by Dr. Pradip Das, Principal of College. The following agenda were discussed in the meeting, and it was unanimously resolved to implement them.

Sl. No.	Agenda	Minutes/ Resolution
1	Formation of Research Committee	The meeting resolved to form a Research Committee with the following members. (i) Dr. Mrinal Kumar Mishra (coordinator) (ii) Dr. Krishna Kanta Sarma (member) (iii) Dr. Manash Pratim Das (Member)
2	Renovation/ upgradation of research laboratory	The meeting resolved to decorate the research lab with the following instruments initially and time to time new Instruments to be procured.



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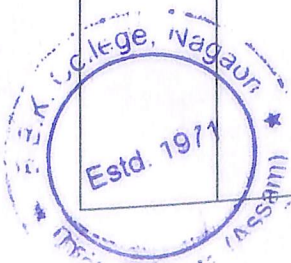
Minutes of IQAC Meetings

Date: 18-05-2023

Time: 2 PM

A meeting of the IQAC with Academic Committee was held on 18-05-2023 in the Conference Room at 2 PM to discuss on the agenda given below. The meeting was chaired by Dr. Pradip Das, Principal of College. After assuming the chair, the principal explaining the objective of the meeting says that as an affiliated college, this college is to follow the regulations of GU regarding Four Year Undergraduate Programme (FYUGP) from the session 2023-24. The Chairman and the Principal read out the Regulation of FYUGP of GU. All the HODs will be given a copy of the Regulation and the principal requests all HODs to get well apprised of the regulations. Admission for the session will be taken as per the Regulation of FYUGP. The members of the Academic Committee expressed their views and suggestions. The matter of publishing prospectus is also discussed. The matter of evaluation and internal marks are also discussed. After detail discussion following resolutions were adopted:

Sl. No.	Agenda	Minutes/ Resolution
1	Discussion on Regulations for FYUGP	a) Resolved that a general meeting with teaching staff will be held very soon to sensitize faculty members on NEP implementation and Regulation for FY UGP, A Resource Person of GU or other Higher institution will be invited to sensitize the faculty members. b) Resolved that one faculty member is included in the existing NEP Implementation Committee of the College. The newly incorporated member is Dr. K.K. Sarmah (Coordinator).
2	Discussion on Green Audit and Academic Audit	The meeting discussed the issue. The Principal informs the HODs that a GU Team will do the Green Audit of this college on 21.05.2023 and the Principal asks all the faculty members to remain present on that day.
3	Discussion on new admissions	Resolved that an Admission Committee for the Session 2023-24 is formed with the following members: a. Dr. R. Sabhapandit (Vice Principal & Convenor) b. Dr. H. N. Deka c. Dr. Debajit Kr. Chaudhury d. Dr. Sadhana Medhi e. Ms. Runumi Hazarika Pathak f. Mr. A. H. Sheikh g. Mr. A Rahman Resolved that the Prospectus for the Session 2023-24 be published by incorporating NEP and Regulations for FYUGP rules.



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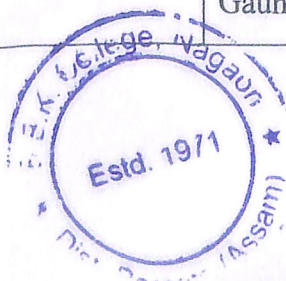
Minutes of IQAC Meetings

Date: 24-05-2023

Time: 2:30 PM

An academic meeting regarding the implementation of the course curriculum, of NEP-2020 is held on 24-05-2023 at 2:30 PM in the conference Hall. The meeting was chaired by Dr. Pradip Das, Principal of College. After assuming the chair, the Principal Dr. Pradip Das explained the objective of the meeting. After detail discussion following resolutions are the adopted:

Sl. No.	Agenda	Minutes/ Resolution
1	Discussion on GU-FYUGP and new admission modalities	Principal presented a speech on FYUGP to sensitize the faculty members for successful implementation. All important aspects like duration, credit system, etc. were discussed and he sought valuable suggestions from the faculty members in this regard. The Principal and Chairman also spoke on the admission procedure under FYUGP. The principal informed that as per govt. guidelines, the college will have to update all activities and data in SAMARTH for which some faculty members will be engaged as module officers. In view of the implementation of FYUGP, a new routine will be prepared for which a routine committee is constituted with the following members: 1. Dr. Sadhana Medhi . 2. Mr. Dipak Roy Chaudhury 3. Dr. H.N. Deka.
2	Formation of SAMARTH	The discussion regarding the establishment of the SAMARTH committee took place, and it was decided to form an internal committee for SAMARTH in accordance with the guidelines and directives provided by the Education Secretary of Higher Education, Assam. The Principal was entrusted with the responsibility of forming the committee at his discretion.
3	Discussion on Academic Audit.	The matter of Academic and Administrative Audit was discussed in the meeting and after thorough discussion it was resolved to invite the competent academicians from Gauhati University at the earliest possible convenience.



**Principal
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Baosi Banikanta Kakati College, Nagaon, Barpeta, Assam

Minutes of IQAC Meetings

Date: 09-06-2023

Time: 3:45 PM

A special meeting of the IQAC was convened with teacher members on June 9, 2023, at 3:45 PM in the conference hall to discuss the approach for the Academic Audit. Chaired by Dr. Pradip Das, the Principal of the College, the meeting resulted in the following resolutions after thorough deliberation:

Sl. No.	Agenda	Minutes/ Resolution
1	Discussion on the preparation of Academic Audit	The matter of Academic and Administrative Audit was discussed in the meeting and the Principal informed the house that the Audit team will be tentatively invited to the college by the last week of June, 2023. The Assistant Coordinator, IQAC also detailed the requirement of data and its preparation methodology and after thorough discussion, the following resolutions were taken unanimously: Resolution 1: It is resolved to prepare list of students for Remedial Classes and Advance Learners and to submit at IQAC on or before 12-06-2023. Resolution 2: It is resolved to complete the personal profiles of Faculty Members and submit them to IQAC on or before 12/06/2023. Resolution 3: Resolved to complete the departmental profile and to submit to IQAC on or before 12-06-2023. Resolution 4: It has been resolved that each department must create a PowerPoint presentation to be presented during the Academic Committee's review meeting on June 16, 2023.



**Principal
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