



INTERNAL QUALITY ASSURANCE CELL (IQAC)
Baosi Banikanta Kakati College, Nagaon, Barpeta-781311
www.bbkcollege.com, Email: iqacbbkc@gmail.com



**Minutes of IQAC Meeting
(Core Meeting)**

Date: 3rd August, 2023

Venue: IQAC Room, B.B.K. College, Nagaon

A meeting of IQAC Committee in connection with NAAC is held at the IQAC Room at 1:30 PM. The meeting is presided over by Dr. Pradip Das, Principal of the college, where the following agenda is discussed:

- 1) Discussion on action plan for the session 2023-24.
- 2) Regarding conduction Student Induction Programme

Members Present:

1. Dr. Pradip Das, Principal
2. Dr. Ranjit Sabhapandit
3. Giridhari Das
4. Dr. Kishor Kumar Deka
5. Loknath Das
6. Chabin Das
7. Dr. Manalisha Deka
8. Harun Al Rashid
9. Gopal Kumar Sarma
10. Ridip Lahkar
11. Debajit Kumar Choudhury
12. Dr. Pranjyoti Deka
13. Dr. Bhupen Rabha
14. Pori Borah
15. Anupama Devi
16. Serdihun Teronpi



Minutes of Meeting:

The principal welcomed the members and explained the importance of an annual action plan and urged members for suitable input. The coordinator IQAC solicited suggestions for smooth conduction of the Student Induction Programme (SIP).

Minutes:

1. Minutes of the previous meeting were confirmed.
2. The meeting resolved that every department should submit their annual action plan comprising the key aspects in the field of academics and extra-curricular and should be submitted to IQAC within 15 days.
3. The members discussed the conduction of SIP and after thorough discussion it was decided to conduct SIP on 8th August 2023.

Action Taken Report:

1. The Annual Action Plan for the year 2023-24 has been submitted by the departments of the college
2. The Student Induction Programme was conducted on 08-08-2023.


03.2.2025
Principal
B.B.K. College
Nagaon, Barpeta



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**Minutes of IQAC Meeting
(Core Meeting)**

Date: 21st September 2023

Venue: IQAC Room, B.B.K. College, Nagaon

A meeting of IQAC with SSR compilation committee is held today on 21-09-2023 to discuss the issues related to preparation of SSR and ensuing NAAC invitation. The meeting is presided over by Dr. Pradip Das, Principal of the college, where the following agenda is discussed:

Agenda:

1. Issues related to compilation of SSR
2. Discussion on fixation of time frame for ensuing NAAC invitation for assessment.

Members Present:

1. Dr. Pradip Das, Principal
2. Dr. Ranjit Sabhapandit
3. Giridhari Das
4. Dr. Kishor Kumar Deka
5. Loknath Das
6. Dr. Manalisha Tumung
7. Aminur Rahman
8. Gopal Kumar Sarma
9. Ridip Lahkar
10. Jakir Hussain
11. Dr. Bhupen Rabha
12. Pori Borah



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Minutes of Meeting:

The principal welcomed the members of compilation committee and urged the members to brief the issues faced regarding data collection and compilation of SSR. Besides, he also urged the members to put suitable time for NAAC assessment and accreditation.

The coordinator IQAC, Dr. Gopal Kumar Sarma explained the development of SSR compilation to the members.

Minutes:

1. The committee members discussed the challenges encountered in compiling data for the preparation of the SSR. It was decided to expedite the data collection and compilation process to ensure timely completion.
2. The meeting also deliberated on the possible timeframe for extending the NAAC invitation. The IQAC coordinator informed the members that the invitation could be sent in 2024, as certain external data from the affiliating university is still awaited.

Action Taken Report:

The Principal has submitted an application to Gauhati University for the latest affiliation certificate and a certified copy of the student list.

03.2.2025

Principal
B.B.K. College
Nagaon, Barpeta



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**Minutes of IQAC Meeting
(Core Meeting)**

Date: 18-11-2023

Venue: Conference Room, B.B.K. College, Nagaon

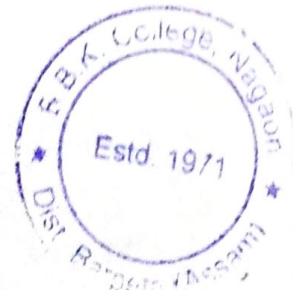
A meeting of IQAC with the following faculty member was held on 18-11-2023 under the Chairmanship of Principal, B.B.K. College, Nagaon to discuss the agenda noted below:

Agenda:

1. Discussion on proposed FDP
2. Discussion of recent notification of CAS promotion
3. Discussion on proposed publication from college

Members Present:

1. Dr. Pradip Das, Principal
2. Dr. Ranjit Sabhapandit
3. Giridhari Das
4. Dr. Kishor Kumar Deka
5. Loknath Das
6. Dr. Manalisha Tumung
7. Aminur Rahman
8. Gopal Kumar Sarma
9. Ridip Lahkar
10. Jakir Hussain
11. Dr. Bhupen Rabha
12. Pori Borah
13. Dr. Pranjyoti Deka
14. Jaynal Abdin



Minutes of Meeting:

- 1) The coordinator IQAC explained the importance of FDP for faculty members and in this regard, he solicited valuable suggestion from the august house. The members have suggested a number of themes for the FDP programme and after thorough discussion it was decided to conduct an FDP programme on Quality Benchmarking for Assessment and Accreditation within January, 2024. The Principal is entrusted to for further necessary actions.
- 2) The IQAC Coordinator requested Dr. Kishor Kumar Deka, a member of IQAC, to explain the provisions of the CAS Promotion Office Memorandum dated 08-11-2023 to the committee. Dr. Deka elaborated on the clauses of the memorandum, and after a thorough discussion, the committee resolved to actively engage in research activities alongside regular academic responsibilities.
- 3) The committee also decided to publish an edited volume through the college publication. In this regard, the IQAC was entrusted with the task of preparing a call for papers for the proposed volume.

Action Taken Report:

- 1) The FDP on Benchmarking through Assessment and Accreditation: A Tool for Quality Improvement was conducted during 19-20th February 2024.
- 2) The IQAC has prepared the call for papers for the edited volume, and the process has been initiated.

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03.2.2025

Principal
BBK College
Nagaon, Barpeta



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**Minutes of IQAC Meeting
(Core Meeting)**

Date: 28-02-2024

Venue: IQAC Room, B.B.K. College, Nagaon

A meeting of IQAC with the Head of Departments was held on 28-02-2024 at 2 PM under the Chairmanship of Principal, B.B.K. College, Nagaon to discuss the agenda noted below:

Agenda:

1. Discussion on Departmental MoUs.
2. Discussion on departmental activities for quality enhancement.

Members Present:

1. Dr. Pradip Das, Principal
2. Giridhari Das
3. Ratul Kumar Sarma
4. Dr. Kishor Kumar Deka
5. Loknath Das
6. Deepak Roy Choudhury
7. Gopal Kumar Sarma
8. Ridip Lahkar
9. Jakir Hussain
10. Dr. Bhupen Rabha
11. Pori Borah
12. Phulrenu Mishra
13. Jaynal Abdin
14. Rina Das
15. Sanjeeb Mallick
16. Krishna Kanta Sarmah
17. Harun Al Rashid



Minutes of Meeting:

The meeting commenced with a welcome address by the Principal, followed by a briefing on the agenda by the IQAC Coordinator.

1) The IQAC Coordinator emphasized the importance of establishing Memorandum of Understanding (MoUs) with external institutions and organizations to enhance academic collaboration and resource sharing. Heads of Departments (HoDs) shared their current status regarding MoUs and discussed potential partners for future collaborations. It was unanimously decided that each department would identify at least two prospective institutions for MoUs by the end of the academic year.

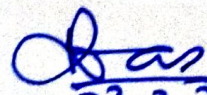
The HoDs presented their departmental plans aimed at quality enhancement, including workshops, guest lectures, and skill development programs. The IQAC encouraged departments to align their activities with NAAC criteria, emphasizing student-centric and research-oriented initiatives. It was resolved that each department would submit a detailed action plan outlining proposed activities for the upcoming semester by the end of March 2024.

Decisions Made:

- Departments to identify and initiate MoUs with at least two institutions by the end of the academic year.
- Submission of departmental action plans for quality enhancement by March 2024.

Conclusion:

The Principal appreciated the proactive discussions and emphasized the significance of collaborative efforts in achieving academic excellence.


03.2.2025
Principal
Baosi Banikanta Kakati College
Nagaon, Barpeta