

Minutes of IQAC Meeting No.1, 2019-2020.

Date: 27-06-2019

Day: Wednesday

Time: 1.30pm-2.40pm.

Venue: Conference Hall

Notice

All the members of IQAC and all the teaching faculty members are hereby informed that the meeting of IQAC is arranged on Wednesday, 27th of June 2019, at the College Conference Hall at 1.30pm.

All the members of IQAC and Teachers are requested to remain present and discuss the issues related to College students and administrations matter.

Agendas:

1. Review and confirm the agenda of previous meeting.
2. Discussion on admission process of new academic session of 2019-2020.
3. Discussion of Academic issues.
4. Intimation of power and function of Academic council and HOD.
5. Discussion on departmental activities.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
2. Mr. Benedict Hajoary, Vice Principal.
3. Dr. Mallika Basumatary, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. S.I. Akand.
6. Mr. Probin Narzary.
7. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Mr. Ranjit Basumaytary.
15. Mr. R.K. Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.
19. Mr. Martin Borgoyary.

20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Mr. Dharmendra Baro.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.

IQAC Co-ordinator welcome and brief the member present at the meeting about the agendas, IQAC Members and faculty members after exchange of ideas and thought make or passed the following resolutions.

Resolution:-

Agenda no. 1.

After the IQAC Coordinator welcome and brief the agendas the reviews of the last meeting. The co-ordinator read the minutes of the last meeting and the minutes are viewed and passed by the members.

Agenda no.2. Discussion on admission procedures. For the Academic session 2019-2020.

The chairman of the IQAC Dr. Ranjit Kr. Narzary, Principal Sir informed the house that the New Session 2019-2020 will be under the Bodoland University guidelines for the B.A. first semester, whereas the third semester and the fifth semester will be under Gauhati University affiliation. Further the chairman informed the house that there will be free admission for all the semester as per Government of Assam scheme for free Education.

6. **Agenda no. 3.** Discussion of Academic issues.

The house resolved that the Academic Calendar for the year 2019-2020 must be prepared before summer vacation by IQAC and also resolved on the purchase of prescribed syllabus books under Bodoland University Undergraduate syllabus for the New Session and the chairman of IQAC, Principal Sir also opine that the intake capacity for the major/ honour courses is to be increase as the number of the student are gradually increasing.

Agenda no.4. Intimation of power and function of Academic council and HOD.

The house or the meeting resolved that the Academic Council must conduct meeting with all the head of the department to discuss on the issues relating to purchase of syllabus for the Bodoland University undergraduate syllabus then distribution of syllabus / paper among the faculty members as per their own specialization. And allocation of classes based on routine and formulates the teaching plan relating to the course structure and the maintenance of logbook by each teacher as the classes assigned.

7. **Agenda no.5.** Discussion on departmental activities.

The house unanimously resolved that the entire department must plan various programmes and policies for the new session 2019-2020. The distribution of the paper as per

the syllabus , plan, for class test , home assignment , seminar, lesson plan, departmental wall magazine , external and internal study tours, and projects works, group discussion, and to form whatapp group for every semester students. The department must also organized different extensive activities in the surrounding areas.

Minutes of IQAC Meeting No.2, 2019-2020

Date: 03-09-2019

Day: Tuesday

Day: 2.30pm

Venue: Conference Hall

Notice

General meeting of IQAC is arranged on Tuesday 03-09-2019 under the IQAC and Principal Sir at the College Conference Hall. All the teaching faculty members are hereby informed that meeting of IQAC will be held by 2.30pm. All the members and teachers are requested to remain present and discuss the following agendas.

Agendas:

1. To review and confirm the minutes of the last meeting.
2. Discussion for the sessional examination for the odd semester.
3. To celebrate and observed teacher's day, Gandhi Jayanti celebration.
4. Finalization and fixation of date for BSCU Election 2019-2020.
5. To discuss on the educational tours and field trips for the entire department.
6. To discuss with Academic Council on Academic progress and tutorial and remedial classes.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
2. Benedict Hajoary, Vice Principal.
3. Dr. Mallika Basumatary, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. Shahidul Islam Akand.
6. Mr. Probin Narzary.
7. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Dr. Ranjit Basumaytary.
15. Mr. Ram Krishna Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.
19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Mr. Dharmendra Baro.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.

26. Mr. Khupboi Vaiphei.

IQAC Coordinator welcomes and briefs the member about the Agendas, after exchange of ideas and thoughts and made the following resolutions.

Agenda no.1. Review and confirmation of the minutes of the last meeting.

The Coordinator read out the minutes and the minutes were reviewed and passed by the members.

Agenda no.2. Observation and Celebration of Teachers Day, Gandhi Jayanti.

The meeting resolved that celebration of Teacher Day will be conducted by the entire department and the department will be organized at their convenient for the celebration of Teachers' day. While 2nd October, Gandhi Jayanti will be celebrated by organizing cleanliness drive at the College campus, the IQAC and NSS Unit will organize peace-rally to spread the message of peace and non-violence at surrounding areas of Bengtol.

Agenda no.3. Sessional examination for odd semester.

The meeting unanimously resolved that after the confirmation from the entire department about the completion of the syllabus by each department that the sessional examination will be held on the last week of September and the examination conduct committee will handle the entire necessary requirement in respect of conduct of examination.

Agenda no.4. BSCU Election.

The meeting discussed to take tentative dates for ensuing Bengtol College Student Union Election. The election conduct committee will conduct the election as per the election norms like, nomination, scrutiny and rules of requirement of at least 75% of class attendance record for each candidate and to fix the date for election and appointment of election official such as polling official and counting official etc.

Agenda no.5. Educational tours and field trips.

The meeting discuss as per the Gauhati University guidelines in planning for educational tours and field trips to historical places either within the state or outside the state or external trip in the month of October. The meeting resolves that all the head of the department HOD must finalized and fixed the day for such events.

Agenda no.6. Discussion on the Academic progress of the students.

The meeting discusses and affirmed that the Academic Council must choke out the appropriate time schedule for remedial classes and tutorial classes for student who requires such classes especially for slow learners; the department can then devote time to help the student to overcome their difficulties and solved the problems through such classes.

Coordinator of IQAC appreciated all those who share their views / points and give vote-of-thanks to all the members present and concluded the meeting.

Minutes of the IQAC Meeting No. 3, 2019-2020

Date: 07-11-2019

Day: Thursday

Time : 1.30pm.

Venue: Conference Hall

Notice

All the members of the IQAC and the entire teaching faculty members are hereby informed that meeting of IQAC is arranging on Thursday 7th, of November 2019 at the College Conference Hall.

All the members and the teaching faculty members are request to remain present and discuss the following agendas.

Agendas:

1. To review and confirm the minutes of the last meeting.
2. Discuss on departmental seminars, group discussion, and class test.
3. To discussion of the tutorial classes and progress report.
4. Discussion for the conducting BA odd semester final examination-2019-2020.
5. Discussion the celebration of pre-Christmas.
6. Plan for extension activities to be organized by the departments during the semester break.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
2. Mr. Benedict Hajoary, Vice Principal.
3. Dr. Mallika Basumatary, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. Shahidul Islam Akand.
6. Mr. Probin Narzary.
7. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Dr. Ranjit Basumaytary.
15. Mr. Ram Krishna Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.
18. Dr. Dhananjoy Brahma.

19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Mr. Dharmendra Baro.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.
27. Mr. Parmal Basumatary

IQAC Coordinator welcomes to all the members present and briefs the members about the agendas. After the exchange of the ideas and thoughts made by the following resolutions.

Agenda No.1. Reviews and confirmation of the minutes of the last meeting.

The coordinator read out the minutes of the last meeting the members reviews and passed the minutes by the members.

Agenda no.2. Discussion on the departmental seminars, group discussion and class test.

The house resolved that each and every department must conduct departmental seminar, group discussion, dissertation and class test. Some department must assign their student to prepare for dissertation paper as per the guide lines of the concerned university norms. Such department gives topic as per the syllabus and guide the student in writing their dissertation paper, while for other semester group discussion and seminar presentation are to be carried out before the BA final examination. Thus the house also opined that in such departmental seminar other department teacher are also invited to share their views and opinions on the presentation of the dissertation papers and in such way the student can built-up to be self confident.

Agenda no.3. To discuss on the tutorial classes and progress report.

Academic council coordinator of the college, appeals to the entire HOD. to present their departmental students' progress report in form of remedial classes the house resolved that the department faculty members must execute tutorial classes for the slow learners so that their problems could be amended to give them the confidence in their outlooks. The tutorial and remedial classes give an opportunities to the student to be familiarized with syllabus and boost their moral and confidence.

Agenda no. 4. Discuss for the conducting BA odd semester final examination-2019-2020.

The meeting discuss regarding the conducting of 2019-2020 examinations. The house resolved that the examination conduct committee will be entitled for the conduct of examination. The committee will be responsible for procurement of question paper and examination room allotment and appointment of two assistant officer-in charge of examination from among the teaching faculty members along with one clerical assistant

and four members of office assistant or grade IV employee for the conduct of examination.

Agenda no.5. Discuss the celebration of pre-Christmas.

The meeting discuss on the celebration of pre-Christmas at the college. Such celebration is organized every year. Bengtol college student's union need to take initiatives to organized whole arrangement for this programme. One guest will be invited from the outside who will give lectures on the educative values of this celebration among the student community.

Agenda no. 6. Plan for extension activities to be organized, by the departments during the semester breaks.

The meeting resolved that each and every department of the institution must organized an external activities in and around Bengtol or local areas for such external activities the department should engaged the honors and regular students. the objective of such activities is to utilized leisure time in constructive and productive means. The programmes that department need to be implemented must be based on local needs and aspiration with regards local issues especially on health, education (primary level) women empowerment and environmental issues and also civic and social duties and social responsibilities. Thus in this way the department can play pivotal role in social harmony in the local areas.

The meeting comes to an end with the vote of thanks given by the coordinator.

Minutes of the IQAC Meeting no.4, 2019-2020

Date: 03-01-2020

Day: Friday

Time: 1.30pm

Venue: Conference Hall

Notice

All the members of teaching faculty and the members of IQAC are hereby informs that the meeting of IQAC is arranged on 3rd of January 2020 at the Conference Hall.

All the members are requested to remained present and discuss the following agendas.

Agendas:

1. Review and confirm the agendas of the previous meetings.
2. Plan for organizing annual College Week.
3. Plan for celebration of Republic Day and Sarasathi Puja.
4. Discuss on class routines for BA/BBA/MA even semester.
5. Plan for the conducts of sessional examination.
6. Submission of progress report of all cells for the documentation in the AQAR.

Members present:

1. Dr. Ranjit Kr. Narzary, Principal.
2. Mr. Benedict Hajoary, Vice Principal.
3. Dr. Mallika Basumatary, Coordinator IQAC.
4. Mr. Sukrajeet Daimary.
5. Mr. Shahidul Islam Akand.
6. Mr. Probin Narzary.
7. Dr. Anosh Narzary.
8. Mr. Sangrang Borgoyary.
9. Mr. Swmkwr Brahma.
10. Miss. Lilly Iswary.
11. Mrs. Ebria Khakhlari.
12. Mr. Raju Mushahary.
13. Mr. Bhaben Khanikar.
14. Dr. Ranjit Basumaytary.
15. Mr. Ram Krishna Chakraborty.
16. Mr. Rimush Narzary.
17. Mr. Disco Mushshary.

18. Dr. Dhananjoy Brahma.
19. Mr. Martin Borgoary.
20. Mrs. Elizabeth Basumatary.
21. Mrs. Somika Narzary.
22. Mr. Jakhangsa Brahma.
23. Mr. Dharmendra Baro.
24. Dr. Rahel Mochari.
25. Mrs. Anita Basumatary.
26. Mr. Khupboi Vaiphei.
27. Mr. Parmal Basumatary

IQAC Coordinator welcomed and briefed the meeting members about the agendas. IQAC members and the members present at the meeting, after exchange of ideas and thoughts made the following resolution.

Resolution:-

Agenda no. 1.

Review of the earlier meeting. The coordinator read the minutes of the earlier meeting and the minutes were reviewed and passed by the members.

Agenda no.2. Plan for organizing Annual College Week.

The house discussed and resolved that the College Week must be held in the 1st week of January 2020 and the meeting also resolved to the proposal advanced by Dr. Anosh Narzary, Games and Sports in charge that the College Week must commence from 4th of January to 13th of January 2020.

Agenda no. 3. Plan for celebration of Republic Day and Sarasathi Puja.

For the observation of National festivals the meeting resolved that flag hosting ceremony on the occasion of 71st Republic Day, 26th January 2020 at the College, all the teaching faculty members and students must participate on such occasion, and the meeting also resolved that for the celebration of Sarasathi Puja on 30th of January the students are entrusted for preparation and celebration. The college not only gives preference to National day but also give emphasis on various other celebrations in order to give opportunity to all and instill the spirit of integrity and unity of all.

Agenda no.4. Discussion on class routine, BA/BBA/MA.

The meeting felt the needs for proper and adequate routine for BA/BBA/and MA classes that the Academic council coordinator Mr. Benedict Hajoary presented the class routine and the house reviews and confirms the routine as well as the tentative sessional test dates are also included as per the academic Calendars.

Agenda no. 5. Plan for sessional examination.

The meeting resolved that for the even semester BA/BBA/MA that the sessional examination is to be held on the 3rd week of February 2020. The IQAC chairman appeals to all the faculty members to complete the syllabus prior to the sessional examination and the members present agreed on the proposal of the IQAC Chairman.

Agenda no.6. Submission of progress report of all Sub-cells for the documentation in the AQAR.

The Coordinator of IQAC appeals to all the members present to expedite on the documentation of Cells progress reports from all the concerned cells coordinators. So that the AQAR could be completed in time, and the Coordinator of IQAC call on early submission of the pending AQAR submission which the College is lacking of compliances to the norms.

The meeting comes to an end with the vote of thanks from the coordinator of IQAC.