

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) for the Session 2020-2021

Meeting No. 1.

Date: 21-07-2020 Time: 3 P.M.

Notice

It is hereby informed to all the teaching and non-teaching staffs that an online meeting will be held on 21st July, 2020 at 3pm. All are kindly requested to make it convenient to attend virtual meeting on Google meet platform and the link will be sent before half an hour.

Agenda of the meeting:

1. To organize webinar,
2. To discuss on virtual class,
3. Guidance and counseling for the students,
4. Misc.

Dr. Mallika Basumatary
IQAC Coordinator
Bengtoll College

Dr. Ranjit Kr. Narzary
Principal/ Chairman IQAC
Bengtoll College

Resolutions:

Agenda 1. To organize webinar.

The Coordinator and Chairperson of the IQAC informed and requested all the departments or the faculty members to take the responsibilities in spreading the importance of the covid-19 protocol and create awareness on the importance of social distancing so that it will be followed positively. The NSS Unit programme officer, Mr. Disco Mushahary informed the house that NSS will conduct a virtual meet on the topic “The Role of Youth as a Change Maker”. The webinar will be organized by NSS in association with IQAC, Bengtoll College.

Agenda 2. Discussion on virtual classes.

The Chairperson of IQAC Dr. Ranjit Kr. Narzary informed that all the teachers must complete the syllabus through online classes and request to conduct test, assignment and to involve the student in preparation of various seminars and lectures.

Agenda 3. Guidance and Counseling for the student.

The IQAC and the Consultancy and Career Counseling Cell have decided to give consistent guidance to the students even in the midst of pandemic for overcoming the limitations. The joint venture of the IQAC and Consultancy and Career Counseling Cell will consistently give guidance through virtual platform.

Agenda 4. Misc:

The Principal, Dr. Ranjit Kr. Narzary conveys and assures to render all kind of help to all the departments to host any virtual meet on awareness, social distancing, covid-19 protocol etc. The meeting was adjourned after the vote of thanks by the Coordinator of IQAC,

Member Presents:

1. Dr. Ranjit Kr. Narzary (Principal/ Chairman)
2. Mr, Benedict Hajoary (Vice- Principal)
3. Dr. Mallika Basumatary (Coordinator, IQAC)
4. Mr. Khupboi Vaiphei (Joint Coordinator, IQAC)
5. Mr, Rimush Narzary (Assistant Coordinator, IQAC)
6. Mr. Shahidul Islam Akand (Assistant Coordinator, IQAC)
7. Mr. Dharmendra Baro (Technical Advisor, IQAC)
8. Mr, Sukrajeet Daimary (Assistant Professor)
9. Mr. Jakhangsa Brahma (Assistant Professor)
10. Mr. Ramkrishna Chakraborty (Assistant Professor)
11. Mr, Probin Narzary (Assistant Professor)
12. Mrs. Anita Basumatary (Assistant Professor)
13. Dr, Rahel Mochari (Assistant Professor)
14. Dr. Dhananjoy Brahma (Assistant Professor)
15. Mr. Martin Borgoary (Assistant Professor)
16. Mr. Disco Mushahary (Assistant Professor)
17. Mrs. Somika Narzary (Assistant Professor)
18. Mrs. Elizabeth Basumatary (Assistant Professor)
19. Mr. Bhaben Khanikar (Assistant Professor)
20. Dr. Anosh Mushahry (Assistant Professor)

21. Mr. Swmkwr Brahma (Assistant Professor)
22. Dr. Ranjit Basumatary (Assistant Professor)
23. Mr. Parmal Basumatary (Assistant Professor)
24. Mrs. Lily Iswary (Assistant Professor)
25. Mr. Brindaban Basumatary (Senior Assistant)

Action Taken Report:

The compliance with the resolution in the meeting held on 21/07/2020.

The action taken report: The following department organized national webinar.

1. Department of Bodo organized National webinar on “New Education policy and Bodo Medium” held on 09-09-2020 at 11am.
2. Education department organized National Webinar on the topic “NEP- 2020 with special reference to higher education” held on 11-09-2020 at 4pm.
3. APJ Abdul Kalam Central Library Bengtol College organized national webinar on the topic “Quality Assurance in Higher Education” held on 11-09-2020 at 10.30 am.
4. The department of Philosophy organized national webinar on the topic of “Perspective of Morality and its impact on the concern covid-19 pandemic” held on 12-09-2020 at 2 pm.

The agenda guidance and counseling for the student:

Compliance with the resolution, the IQAC, Consultancy and Career Counseling Cell along with each department HOD organized counseling sessions to all the students through virtual session on how to take up with their studies during the pandemic period. Students are also made aware about how to remain positive during the pandemic and be aware on the importance of social distancing and follow the dictate of covid-19 protocol. They are also motivated in utilizing the time in positive ways and means and encouraged them to study at optimal level.

Meeting No. 2

Date: 14-10-2020 Time: 3 P.M.

Notice

All the faculty members and non-teaching staff are informed that a general meeting is to be held on 14-10-2020 at the conference hall at 3 pm. All the coordinators of various cells and members are also requested to be present to make it convenient to attend the meeting.

Agenda of the meeting:

1. Review of the last meeting's agenda,
2. Publication of AQAR,
3. Reshuffle of Cells and Student Union Body election,
4. Class conduct,

Dr. Mallika Basumatary
IQAC Coordinator
Bengtol College

Dr. Ranjit Kr. Narzary
Principal/ Chairman IQAC
Bengtol College

IQAC Coordinator Dr. Mallika Basumatary welcomed the Chairperson of the meeting Dr. Ranjit Kr. Narzary, Principal and all the members present at the meeting and briefed the agendas and discussed during the meeting accordingly.

Resolutions:

Agenda 1. Review of the last meeting.

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

Agenda 2. Publication of AQAR.

The Chairperson addresses the meeting and presented the house for the NAAC 2nd cycle Assessment 2022, and expressed his concerned for earlier completion of the AQAR and requested to all the cells coordinator to expedite in the submission of cells report so that the

IQAC will be able to complete the AQAR in time and asked all the concerned faculty member to comply and cooperate in this regards.

Agenda 3. Reshuffle of Cells and Student Union Body election,

The house resolved to discuss on the progress of various functions of the cells. The house also unanimously resolved to reshuffle the cells coordinators and accordingly the following members are proposed as new coordinators.

1. Extension Cell- Mr. Raju Mushahary, Dept. of History,
2. Alumni Cell- Dr. Ranjit Basumatary, Dept. of Economics,
3. Girls Common Room- Mrs. Anita Basumatary, Dept. of Assamese.

The house unanimously resolved that the Ex-Coordinator IQAC will act as the advisor to the IQAC. The house resolves that the college student union body election will be conducted on 2nd week of November 2020.

Agenda- 4. Class conduct,

Discussion took placed on planning and strategies of teaching- learning activities of the academic year 2020-21. The same is decided to communicate to the faculty members through head of the respective departments. The vote of thanks was proposed by the IQAC Coordinator and declares the meeting close.

Member Presents:

1. Dr. Ranjit Kr. Narzary (Principal/ Chairman)
2. Mr, Benedict Hajoary (Vice- Principal)
3. Dr. Mallika Basumatary (Coordinator, IQAC)
4. Mr. Khupboi Vaiphei (Joint Coordinator, IQAC)
5. Mr, Rimush Narzary (Assistant Coordinator, IQAC)
6. Mr. Shahidul Islam Akand (Assistant Coordinator, IQAC)
7. Mr. Dharmendra Baro (Technical Advisor, IQAC)
8. Mr, Sukrajeet Daimary (Assistant Professor)
9. Mr. Jakhangsa Brahma (Assistant Professor)
10. Mr. Ramkrishna Chakraborty (Assistant Professor)
11. Mr. Probin Narzary (Assistant Professor)
12. Mrs. Anita Basumatary (Assistant Professor)
13. Dr. Rahel Mochari (Assistant Professor)
14. Dr. Dhananjoy Brahma (Assistant Professor)
15. Mr. Martin Borgoary (Assistant Professor)
16. Mr. Disco Mushahary (Assistant Professor)
17. Mrs. Somika Narzary (Assistant Professor)

18. Mrs. Elizabeth Basumatary (Assistant Professor)
19. Mr. Bhaben Khanikar (Assistant Professor)
20. Dr. Anosh Mushahry (Assistant Professor)
21. Mr. Swmkwr Brahma (Assistant Professor)
22. Dr. Ranjit Basumatary (Assistant Professor)
23. Mrs. Lily Iswary (Assistant Professor)
24. Mr. Ali Akbar Sheikh (Assistant Professor)
25. Mr. Brindaban Basumatary (Senior Assistant)

Action Taken Report

In compliance with the resolution of the meeting held on 14-10-2020, the following activities are successfully carried out.

Agenda no. 1. Agendas and the minutes of the last meeting are read out by the coordinator and confirmed as per the action taken report. These are again briefly discussed in the meeting.

Agenda no.2. IQAC discussed regarding the preparation of 2nd cycle NAAC assessment 2022 and emphasis has been given in implementing and improving the lacking and weaknesses of the college as per the recommendation sorted out by NAAC peer team of Cycle I. As the process of AQAR submission is going on, IQAC has instructed and directed all the co-ordinators of IQAC Sub- cells and HODs to submit their report and to continue their relevant duties and responsibilities.

Agenda no.3. The authority of the college reshuffles Cells Coordinator and appoints new coordinators for better and effective engagement of responsibilities so that maximum benefit for the students and transparency in the college continues. The meeting resolved to appoint election committee for BCSU election 2020-2021.

Meeting No. 3

Date: 02-02-2020 Time: 2.30pm.

Notice

It is hereby informed to all the faculty members and non-teaching staffs of Bengtol college that a general meeting will be held on 2nd of February 2020, in the conference hall at 2.30 pm. All the faculty members and the non- teaching staff are requested to be present in the meeting for the discussion on the following agendas.

Agendas:

1. Sessional examination.
2. Freshmen Social Meet 2021.
3. Student Union Election.
4. Misc.

Dr. Mallika Basumatary
IQAC Coordinator
Bengtoll College

Dr. Ranjit Kr. Narzary
Principal/ Chairman IQAC
Bengtoll College

Resolution:**Agenda no. 1. Sessional Test.**

The meeting discussed on the completion of the syllabus and the conduct of the sessional examination of 2021. The house had unanimously resolved and declared the dates for said examination as on 8th February, 2021 to 13th February, 2021.

Agenda no. 2. Freshmen Social Meet 2021.

The house unanimously agreed to host the freshmen Social day on 20th February 2021. It is decided that the programme needs to be organized along with the strict adherence of covid-19 SOP circulated by the government.

Agenda No.3. Student Union Election 2020-2021.

The house decided that the Student Union Election 2020-2021 will be held on 26th February 2021. The house resolved to nominate Mr. Benedict Hajoary, Vice Principal Bengtol College, as the Returning Officer of the Student Union Election 2020-21.

Agenda No. 3. Misc.

The house discussed on the matter of educational tour or field trip for the entire department for the students of 3rd and 5th semester.

The IQAC Coordinator gives vote of thanks and concludes the meeting.

Member Presents:

1. Dr. Ranjit Kr. Narzary (Principal/ Chairman)
2. Mr, Benedict Hajoary (Vice- Principal)
3. Dr. Mallika Basumatary (Coordinator, IQAC)
4. Mr. Khupboi Vaiphei (Joint Coordinator, IQAC)
5. Mr, Rimush Narzary (Assistant Coordinator, IQAC)
6. Mr. Shahidul Islam Akand (Assistant Coordinator, IQAC)
7. Mr. Dharmendra Baro (Technical Advisor, IQAC)
8. Mr, Sukrajeet Daimary (Assistant Professor)
9. Mr. Jakhangsa Brahma (Assistant Professor)
10. Mr. Ramkrishna Chakraborty (Assistant Professor)
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17. Mrs. Elizabeth Basumatary (Assistant Professor)
18. Mr. Bhaben Khanikar (Assistant Professor)
19. Dr. Anosh Mushahry (Assistant Professor)
20. Mr. Swmkwr Brahma (Assistant Professor)
21. Dr. Ranjit Basumatary (Assistant Professor)
22. Mr. Parmal Basumatary (Assistant Professor)
23. Mrs. Lily Iswary (Assistant Professor)
24. Mr. Ali Akbar Sheikh (Assistant Professor)
25. Mr. Brindaban Basumatary (Senior Assistant)

Action Taken Report:

In compliance with the resolution in the meeting 02-02-2021 the following activities are successfully carried out.

Agenda no.1. The Coordinator of IQAC reads out the minutes of the previous meeting and the house is confirmed.

Agenda no.2. Sessional examination was held on 08-02-2021 to 13-02-2021.

Agenda no.3. The Student Union Body Election was held on 20-02-2021 and the new members of the Union were elected.

Agenda no.4. Each and every department of the College arranged for educational tour for the student of BA 5th semester as a part of curriculum activities.

Meeting No. 4

Date: 01-04-2021 Time: 3.00pm.

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 01-04-2021, at 3.00pm in the Conference Hall. All members of IQAC as well as all the Teaching Faculty Members are requested to be present in the meeting at scheduled time.

Agendas:

1. Bengtol College 2021.
2. Publication of College Journal.
3. Conduct of Examination.

Dr. Mallika Basumatary
IQAC Coordinator
Bengtol College

Dr. Ranjit Kr. Narzary
Principal/ Chairman IQAC
Bengtol College

Dr. Mallika Basumatary, coordinator IQAC proposed the name of Dr. Ranjit Kr. Narzary, Principal of Bengtol college to chair and preside the meeting.

Resolutions:**Agenda No.1 Bengtol College 2021.**

The IQAC coordinator proposes the house in regard to the conduct of college week 2020. After the discussion the house resolved that the college week will be held from 8th of April 2021 to 13th of April, 2021 with the strict compliance of the covid-19 protocol.

Agenda No.2. Publication of College Journal.

The Chairperson of the meeting, Dr. Ranjit Kr. Narzary proposed for new College Journal and the house unanimously resolved to adapt and publish the college journal. The house resolved to appoint faculty members for the portfolios of College Journal Sub-Cell. The house appointed Dr. Ranjit Kr. Narzary as the Chairman. Dr. Dhananjay Brahma as Chief Editor, Mr. Swmkwr Brahma, Mrs. Anita Basumatary, Mr. Jakhangsa Brahma, Mr. Dharmendra Baro as editors. The house resolved that the title of the journal preferably needs to be locally contextualized with the

appropriate Bodo term and entrusted the board of editors for choosing the appropriate title for the Journal.

Agenda no.3. Conduct of Examination.

The house generally discussed on departmental wise syllabus completion report and other remedial and tutorial classes. The Chairperson explains to the house about the forth coming examination and urged the Examination Cell to make necessary arrangement for the smooth conduct of the examination.

The meeting ended with a vote of thanks to the Coordinator of IQAC.

Member Presents:

1. Dr. Ranjit Kr. Narzary (Principal/ Chairman)
2. Mr, Benedict Hajoary (Vice- Principal)
3. Dr. Mallika Basumatary (Coordinator, IQAC)
4. Mr. Khupboi Vaiphei (Joint Coordinator, IQAC)
5. Mr, Rimush Narzary (Assistant Coordinator, IQAC)
6. Mr. Shahidul Islam Akand (Assistant Coordinator, IQAC)
7. Mr. Dharmendra Baro (Technical Advisor, IQAC)
8. Mr. Sukrajeet Daimary (Assistant Professor)
9. Mr. Jakhangsa Brahma (Assistant Professor)
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19. Mr. Bhaben Khanikar (Assistant Professor)
20. Dr. Anosh Mushahry (Assistant Professor)
21. Mr. Swmkwr Brahma (Assistant Professor)
22. Mr. Parmal Basumatary (Assistant Professor)
23. Mrs. Lily Iswary (Assistant Professor)
24. Mr. Brindaban Basumatary (Senior Assistant)

Action Taken Report:

In compliance with the resolution in the meeting held on 01-04-2021 the following actions are successfully carried out.

Agenda no,1, IQAC Coordinator Dr. Mallika Basumatary read out the minutes of the previous meeting and the house confirmed and accepted accordingly.

Agenda no. 2. The College organized College week 2021. The college week comprised of indoor and outdoor events. Events conducted are such as Football, Volleyball, Badminton, Kabadi, Literacy Competition and Cultural Competitions etc.

Agenda no. 3. The College prepares for all the forth coming final examination by appointing two Assistant Officer in- Charge for the conduct of examination.