

**OFFICE OF THE PRINCIPAL**  
**BAGADHAR BRAHMA KISHAN COLLEGE, JALAH**  
**(B.B. Kishan College, Jalah)**



(NAAC Accredited 'B' Grade)

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Ref: BBKC/IQAC/MINUTES/2015

DATE: 02/06/2015

**Minutes cum Action Taken Report of the meeting of Internal  
Quality Assurance Cell**

Date	02/06/15.
Time	11.30 AM
Venue	Conference Hall
Convener	Mr. Ganesh Baishya, Co- Ordinator, IQAC

Agenda:

1. Preparation of Prospectus and Academic Calendar.
2. Preparation of AQAR.
3. Action Taken Report by IQAC.

The meeting of the IQAC held on 02.06.2015 with Principal i/c in the chair discusses the agenda and approves the following minutes.

**Minute-1:** The co-ordinator of IQAC informed that various data are being collected for the preparations of AQAR for the on-going academic session and the same could be completed after the declaration of 6<sup>th</sup> semester results of U.G. classes.

**Minute-2:** Decided to complete last year's AQAR after the completion of financial Audit and submission of U.C's to the funding agencies.

**Minute-3:** The IQAC expresses importance of sitting with the G.B. for discussing various issues it encounters.

**Minute-4:** The IQAC approves draft copy of College Prospectus and Academic Calendar submitted by the convener of the AAC with certain modification.

**Minute-5:** The prospectus and the academic calendar be printed before 15<sup>th</sup> June/2015 and get ready for distribution with admission forms.

### **Minute-6: Action Taken Report**

In the academic session 2014-15 the following activities/action were taken or implemented by the IQAC.

1. Prospectus and academic calendar was prepared with full co-operation of the AAC and got it published in due time.
2. Environmental Audit was carried out and the findings were shared with the stakeholders.
3. Departments were guided for arranging remedial classes for slow leaders.
4. Placement counselling was conducted and various employment opportunities were shared with the students.
5. Motivated students to participate in G.U. youth festival and NSS event.
6. Feedback assignments were distributed to various stakeholders and the responses analyzed.
7. The IQAC motivated 17 teachers to present papers in National and International Seminars.
8. Micro-Teaching learning practices were initiated.
9. One 30X100 feet big hall was constructed to accommodate seat arrangement for UG students.
10. Conducted annual lecture with help of the Dept. of History.
11. On 28<sup>th</sup> September/2014 an annual lecture was conducted with financial aid from the teachers unit.
12. Introduced P.G. course under IDOL, Guwahati University.


13. Course curriculum and programme objectives were discussed with the students at the time of admission.

14. Organized Independence Day and college Foundation Day.

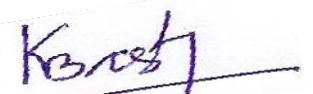
The meeting concludes with vote of thanks extended by the IQAC co-ordinator preceded by a brief speech of the chairperson.

**Name of the members present:**

1. Mr. Ganesh Baishya, Co- Ordinator
2. Dr. Utpal Kalita, Member
3. Dr. Dewan Nazrul Qadir, Member
4. Ms. Meera Barman, Member
5. Mr. Gunamani Goswami, Member
6. Mr. Nagendra Baro, Member
7. Mr. Suresh Ch. Kalita, Member
8. Mr. Matison Daimary, Member



Co- Ordinator



Chairperson

