

OFFICE OF THE PRINCIPAL
BAGADHAR BRAHMA KISHAN COLLEGE, JALAH



(B.B. Kishan College, Jalah)

(NAAC Accredited 'B' Grade)

P.O.-Jalahghat, Dist.- Baksa, BTAD (Assam), PIN – 781327

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Ref: BBKC/IQAC/MINUTES/2016

DATE: 01.08.2016

Minutes of the meeting of Internal Quality Assurance Cell

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| Date | 01/08/16. |
| Time | 11.30 AM |
| Venue | Conference Hall |
| Convener | Mr. Suresh Ch. Kalita, Co- Ordinator, IQAC |

Agenda:

1. Preparation for NAAC Assessment.
2. Credit based teaching Plans.
3. Departmental wall Magazines.
4. Proctorial grouping of Students.
5. Student's guidance and emotional support.

The IQAC meeting held on 01-08-2016 at the conference hall under the chairmanship of the Principal i/c discusses the agenda and consents to the following minutes unanimously.

Minute -1: The IQAC requests Principal i/c to install one Inverter and Wi-Fi device in the room allotted to be used for office of the IQAC.

Minute-2: Approves the Students feedback form with minor changes of terminology.

Minute-3: All agree to print out bilingual (Assamese and Bodo) Parents/Guardians feedback forms for convenience and the IQAC Co-ordinator is directed to prepare

the draft copy with help from Mr. Motison Daimary, Asst. professor, Dept. of Bodo.

Minute-4: Decides that Head of the Departments be informed to prepare credit based teaching plans for all semester courses as guidelines by the University and ensure students progression through continuous inter class curricular activities.

Minute-5: The IQAC applauds all the departments and faculties for publishing wall magazines on their own efforts encouraging the young learners to get habituated in this practice of creativity.

Minute-6: Decided that the departments be informed for sustenance of students friendly Proctorial system which has been in practice since long and maintain separate register by each faculty member.

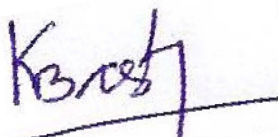
Minute-7: Decided that each faculty member, as a “proctor” will continuously monitor students progression and will give counselling periodically. Besides, they will guide them in the event of braving out emotional issues.

Minute-8: All the members are requested to spare sometime after their classes are over and to sit with the co-ordinator for various data collection and analysis which are to be incorporated to the AQAR.

Name of the members present:

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


Co-Ordinator


Chairperson