

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/2017

DATE: 26/05/2017

**Minutes of the meeting of Internal Quality Assurance Cell**

Date	26/05/2017
Time	11.30 AM
Venue	Conference Hall
Convener	Mr. Suresh Ch. Kalita, Co- Ordinator, IQAC

Agenda:

1. Academic Audit.
2. Prospectus and Academic Calendar
3. Action Taken Report.
4. Formation of different Cells and committees for new academic session

The IQAC meeting held on the 26<sup>th</sup> day of May, 2017 discusses all the agenda and consents to the following minutes.

**Minute-1:** The College continues with four academic programmes, ic. P.G.- I, U.G.- 2, and H.S.-I (Govt financing) with additional 05 self-financing programmes such

as P.G.D.C.A.-I, D.C.A-I, C.C.A-I, D.El.Ed-I and fashion Designing at present the College runs 11 Departments with 24 faculties in permanent post and 04 others recruited on temporary basis. Nine permanent faculties have qualified Ph.D. The member of permanent faculty recruited during the year is one. Nine departments of the College offer Major courses under G.U. curriculum. Assessments of students progress are carried of by the departments periodically in addition to mid semester and end-semester examinations complying with the guidelines of the affiliating University. It is observed that during this academic session students participation in scholastic activities is satisfactory.

**Minute-2:** In the academic session manual feedback on all aspects of the College were collected from various stakeholders as detailed bellow.

1. Alumni : Received 49 responses out of 100 assignment forms distributed.
2. Parents : Received 57 responses out of 200 assignment forms distributed.
3. Students :Received 84 responses out of 200 assignments forms distributed.

The IQAC observes that feedback responses are very poor considering large number of students enrollments in various programmes and the College has to do a lot to overcome this issue through various community involvement programmes.

**Minute-3:** The feedback assignments received from various stakeholders have been analyzed by the IQAC which highlights the following points :

1. Infrastructure of the College is not adequate
2. Library reading room should have more space.
3. Teaching learning and evaluation are satisfactory
4. Students are satisfied with the use of ICT by the faculty.
5. Co-Curricular activities should be included in daily class routine.
6. An auditorium is an urgent need.
7. Power supply is very poor.
8. Computer in the Library.
9. R.O. water plant for students.
10. Earth filling in College play ground

11. Construction of more toilets with running water.

**Minute-4:** The IQAC collect data of students enrollment in various programmes the break-up of which goes:

1. U.G. 1 <sup>st</sup> Year (G.U.)	500.
2. U.G. 2 <sup>nd</sup> Year (G.U.)	311.
3. U.G. 3 <sup>rd</sup> Year (G.U.)	155.

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Total=966.

4. G.U. (IDOL) P.G.	118.	
5. U.G. (KKHSOU) 1 <sup>st</sup> year	46.	
6. U.G. (do) 2 <sup>nd</sup> Year	28.	
7. U.G. (do) 3 <sup>rd</sup> Year	08.	
8. P.G. (KKHSOU)	09.	
9. P.G.D.C.A. C.C.I, Mumbai	10+18=28	18 students, of very poor.
10. D.C.A. (do)	14	economic background were admitted freely .
11. C.C.A. (do)	18	*2 students switch over to D.C.A.
12. B.P.P. (KKHSOU)	37.	
13. D.El.Ed (KKHSOU)	141.	
14. H.S. (AHSEC) 1 <sup>st</sup> Year	48.	
15. H.S. (do) 2 <sup>nd</sup> Year	41.	

Total No of students enrolled = 1484+18= 1502.

In addition to these programmes, 20 girl students were admitted to the newly introduced self-financing fashion designing certificate course with an instructor appointed by the College authority.

**Minute-5:** Programme wise distribution of pass percentage of students in the academic session.

1. P.G. (IDOL, G.U.) Appeared=53, Passed=25=47%, Class I and Class II =Nil.

- 2.P.G. (KKHSOU) Appeared=09, Passed=08= 88%, Class-I and Class-II= Nil.
- 3.U.G. (KKHSOU) Appeared=82, Passed=72=87.8% Class-I and Class-II=Nil.
- 4.P.G.D.C.A. Appeared=28, Passed=26=92.85% Class-I =12, Class II=10, Class III=02, Distinction=02.
5. D.C.A. Appeared =16, Passed=14=87%, Class-I=09, Class-II=03, Class-III=01,Distinction=01.
- 6.C.C.A. Appeared =09, Passed=08, Class-I=03, Class-II=03, Class-III=02.
7. B.P.P. Appeared=14, Passed=06 =42.85%.
- 8.D.El.Ed. Appeared=189, Passed=180 =95.23%.
9. H.S. Final Yr. Appeared =41, Passed=32 =78%, Class-I=02, Class-II=20, Class-III=10.

However, it is observed that progress of students is satisfactory (semester-wise) even though some students are promoted with arrear in a paper or two.

It is also verified that a Total number of 151students filled in their 6<sup>th</sup> semester (Final) examination forms and their pass percentage could be included in the academic Audit after the declaration of results by Guwahati University.

**Minute-6:** Programme wise drop-out break-up of students:

1. U.G. (G.U.)	84.
2. U.G. (KKHSOU)	16.
3. P.G. (IDOL)	30.
4. P.G. (KKHSOU)	03.
5. D.El.Ed.	00.
6. P.G.D.C.A.	00.
7. D.C.A.	00.
8. C.C.A.	07.
9. B.P.P.	23.
10.H.S.	00.

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Total=193 12.84%

**Minute-7:** The total purchase of books for the Library figures 1050 with a value of Rs=290950/-. The IQAC requests Principal to develop Library infrastructure and stock of relevant books and to communicate with the central Library of the affiliating Guwahati University for giving access to e-books and journals which have recently been added to its credit.

**Minute-8:** The IQAC confirms the draft copy of College prospectus and the Academic Calendar for the session 2017-18 and approves for printing.

**Minute-9:** The convener of the AAC will include in the prospectus the details of the Cells and Committees to be formed tomorrow in the general meeting convened by the Principal.

**Minute-10:** Action Taken Report

During the Academic session the following actions have been taken or implemented by the IQAC

1. The G.B. of the College appointed permanent Principal after consistent appeal made by the IQAC.
2. Introduced certificate Course of Fashion Designing
3. Construction of the separate building for the study centre of Open and Distant Learning.
4. Women Cell has been formed to take care of women empowerment and to help the communities for giving due honour to women sensibilities.
5. Continuously monitored remedial teaching for slow learners.
6. Appointments of temporary teachers for smooth running of classes.
7. Purchased two LCD projectors.
8. CCTV surveillance installed in the Library.

9. Construction of bicycle shed with the help of Alumni Association.
10. Inspired department of History for historical site visit with Major students.
11. Extension Education Unit organized "Cultural Meet".
12. Plantation drives with constant help of Alumni.
13. Organized book fare in the College premises.
14. Repairing of approach road to hostels.
15. International Yoga day observed with great enthusiasm.

The meeting concludes with a brief but appealing speech by the chairperson followed by vote of thanks offered by the co-ordinator.

**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. Mr. Gunamani Goswami, Member
6. Mr. Nagendra Baro, Member
7. Mr. Ganesh Baishya, Member
8. Mr. Motison Daimary, Member

  
Co-Ordinator

  
Chairperson