

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/2018

DATE: 20/04/2018

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

Date	20/04/2018
Time	11.30 AM
Venue	Conference Hall
Convener	Mr Suresh Ch Kalita, Co- Ordinator, IQAC

Agenda:

1. Preparation of AQAR for the session 2017/18.
 2. Purchase of Library books and extension of Library store room.
 3. Action Taken Report.
 4. Other issues pertaining to uploading various data for NAAC assessment
- In the chair Dr. Keshab Basumatary, Principal

The meeting of the IQAC held on 20/04/2018 under the chairmanship of Dr. Keshab Basumatary discusses the agenda and approves the following minutes.

Minute-1: The Co-ordinator explained the recruitment of data to be incorporated to the AQAR. He request the convener of the cells and departments of the institution to fill in the perform given to them and submit the same positively in the last week of June 2018. He also requested all the head of the Departments to familiarize the students of the necessity of online feedback from them.

Minute-2: And earnest request has been made to the Principal and the Librarian to go for purchasing the required numbers of books as per the catalogues submitted by the Head of the Department. Request has also been made for the extension of Library store rooms to accommodate more space for shelves.

Minute-3: Action Taken Report.

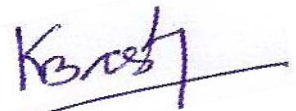
1. Uploaded the data of AISHE to the Ministry of Human Recourse Development.
2. Provided Counseling to 250 trainees who enrolled online for D.El.Ed Course under NIOS.
3. Received the affiliation of ASOS
4. Mushroom production Centre has already been started.
5. Invited guest faculties from neighboring institutions.
6. Counseling is provided to the students appearing in competitive examinations and as reported 13 students is benefited by it.
7. Shifted the Office of the Principal to the newly constricted two storied building.
8. Educational pour to Tezpur, a famous historical place in Assam.
9. Teaching, Learning and Assessment have been periodically monitored.
10. Constricted toilets in the girl's common room.
11. Library updating process has been initiated.

Name of the Members:

1. Mr. Suresh Ch. Kalita, Co- Ordinator
2. Mr Achyut Ch Das, Member
3. Mr. Nagendra Baro, Member
4. Mr Kalyan Ch Nath, Member
5. Mr Ajanta Choudhury, Member
6. Mr Dharmeswar Brahma, Member



Co- Ordinator



Chairperson