

## IQAC Meeting

Date: 29-01-2022

Time: 2:30 P.M.


Venue: Teachers' Common Room

A meeting was held between the convenors of the seven Criteria, the IQAC members and the Principal.

The following resolutions were taken:

1. The data of different criteria need to be arranged chronologically.
2. The library books need to be verified and the data needs to be settled.
3. The number of computers in the college should be recorded .The damaged computers should be disposed off through a proper process.
4. It was acknowledged that there `was a need to fulfil the recommendations of the previous peer team visit. The college needs to develop resources and build and develop new avenues.
5. The college needs to plan new courses with affiliation from university. For the development and enrichment of the students, the college needs to renew the knitting and cutting course as part of the enrichment course and provide remedial coaching for slow learners.
6. The IT infrastructure should be upgraded and the teachers need to use ICT in their classes.
7. The college needs to develop resource mobilization for research.
8. The college needs provide recognition to the Tai-Kwon- do course provided by Mr. Anupam Kalita.
9. The college needs to adopt five villages and schools in the vicinity of the college .The village should preferably be inhabited by minority or tribal community.
10. The mentoring programme and alumni association should be activated and record should be kept of their work and activities.
11. The Academic, Administrative and Green Audit should be completed.

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Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date: 01/02/2022

Time: 2:30 P.M.

Venue: Teachers' Common Room

A meeting was held between the Principal, the NAAC coordinator, Asst. Coordinator and the teachers of the department of English, Assamese, Education and Economics on 01/02/2022 at 2:30 P.M. in the Teachers' Common Room.

### Resolutions:

1. It was resolved that the college with the help of the aforementioned department will try to develop a course on MOOC under the guidance of the NAAC coordinator and the SWAYAM coordinator.
2. It was decided that the college will invite a resource person to train the teachers to help them develop the courses on MOOC. The workshop will take place within 15 days under the supervision of the SWAYAM coordinator.
3. A decision was taken to endeavour to develop a course on MOOC and release it at the national and the local level.
4. All departmental work and proceedings will be computerised. Result analysis and enrolment details to be computerised within 5 days. Computers to be provided to all depts. Within 5 days.

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Principal

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B.H.B. College, Sarupeta

## IQAC MEETING

Date: 09/02/2022

Time: 1:00 P.M.

Venue: Principal's Chamber

A meeting was organised between the IQAC the Principal and Criterion I and II of NAAC Assessment and Accreditation on 09/02/2022 at 1:00 P.M. in the Principal's Chamber.

Purpose: The meeting was held to discuss in details the steps that the members of the two criteria have decided to undertake.

Resolution:

1. To revive the activities and courses that have been lying in stagnate, for criterion-I within 15 days.
2. Criterion - II – Revive activities such as vermicomposting.
3. Channelize and mobilize new courses like mobile repairing, electrical training, fine arts, piggery, organic agriculture, fishery and gardening within 15 days.
4. To create a YouTube channel for the college with paid subscription.
5. Update the college website.
6. To reform the English Elocution society.

Note: Various activities conducted by the college had been in a stand till due to the arresting impact of COVID19 pandemic. Such activities are to be resumed by the respective associations and departments at the earliest.

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## IQAC MEETING

Date: 10-02-2022

Time: 1:00 P.M.

Venue: Principal's Chamber

Criterion-III- Research, Innovations and Extensions.

A meeting was held on 10<sup>th</sup>February, 2022 between the Principal, IQAC and members of Criterion III of NAAC Assessment and Accreditation.

Purpose: The objective of organising the meeting was discuss the measures required to be undertaken by the Criterion III committee.

Resolution:

It was resolved that the Criterion-III members will help mobilize the NSS, NCC and other committees to conduct the extension activities within 15 days.

It was also resolved that the Self Defence training of the students will resume as it had come to a halt due to the pandemic.

The meeting resolved that sports faculties of the college will be improved and sports events will be conducted in the indoor stadium.

It was resolved that cleanliness drives and awareness programmes on female nutrition and hygiene will be organised.

It was resolved that the Criterion III will motivate the teachers to write in referred journals and conduct Seminars and organise research activities in collaboration with the Research Committee.

The meeting resolved that activities in regards to the signed MoUs should also be conducted.

It was also resolved that the vermicomposting pit should be properly maintained and manure should be sold to provide funding for the college.

It was also resolved that socio-economic surveys will be conducted in nearby villages.

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## IQAC MEETING

Date: 14-02-2022

Time: 1:30 P.M.

Venue: Principal's Chamber

A meeting was held between the Principal, the IQAC and Criterion IV members of NAAC Assessment and Accreditation.

Purpose:

The objective of the meeting was to discuss the ground plan to be undertaken by Criterion IV committee.

Resolution:

1. Activate the music kalakendra centre of the college.
2. Take measures to provide e-books and make an attempt to issue books through software
3. Provide INFLIBNET. The NLIST will be introduced from March 2022. Therefore, the email ids of the students should be collected.
4. Install LAN and upgrade Wifi facilities in the library. Also, install a desktop in the library for issue of books.
5. Classrooms should be upgraded to smart classrooms as per feasibility of resources.
6. Resolve problems of the students with the help of psychologist.
7. Increase facilities of the medical room by proper installation and medical units like stretches, wheelchair and resting bed should be properly maintained in the medical room.
8. Arrange an appointment of the students with a reputed gynaecologist.
9. Upgrade the health centre and provide the facilities of a doctor on call.
10. The library software SOUL 2.0 should be upgraded to SOUL 3.0
11. E-content courses should be initiated in the college through LMS.
12. The rare book collection project should be initiated by the library and the amount of reference material should also be increased in the library.
13. The stack area of the library should be increased and separate stack should be available for books, magazines on competitive examinations.

14. Funds should be allotted for the cleaning and maintenance of the college campus and the campus map should be redesigned according to the current position and structure of the college.
15. The drinking water facility of the college should be improved and the number of drinking units should be increased.
16. The college gym should be expanded to accommodate the needs of the girl students and the number of lavatory for girl students should also be increased.
17. The meeting resolved to make a separate study room for the disabled in the Library.

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## IQAC MEETING

Date: 18-02-2022  
Time: 1:00 P.M.  
Venue: Principal's Chamber

A meeting was held with Criterion II of NAAC Assessment and Accreditation, the Principal and the IQAC.

Purpose: The purpose of meeting was to create a format of the feedback form for the students, teachers, parents, alumni and the employees.

### Resolution:

1. To create a format of the feedback form for the students, teachers, alumni, parents and employers.
2. The feedback form for the students needs to be circulated on or before 26<sup>th</sup> February, 2022.
3. The Emails-ids of students needs to be collected at the earliest.
4. The questionnaires in the feedback form should be comprehensible to the Students.
5. Create feedback format for individual teachers.
6. The feedback form should consist of questions in both English and Assamese.
7. It was resolved that the teachers should orient the students to complete the feedback form.
8. To collect the feedback of the current session and present an analysis of the feedback report.

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## IQAC MEETING

Date: 24-02-2022

Time: 1:00 P.M.

Venue: Teachers' Common Room


A meeting was held between Criterion V of NAAC Assessment and Accreditation, Principal and the IQAC of B.H.B College

Purpose: The Purpose of the meeting was to discuss the activities under the four criteria of criterion V and to discuss the various steps that are to be undertaken by the criterion V committee.

Resolution:

- a. Provide and circulate feedback form among students.
- b. Revive the Career Guidance Cell.
- c. Re-energise the activities of the NCC unit.
- d. Provide scholarship to meritorious students.
- e. Formation of Department Alumni Association.
- f. Provision of soft skill development course.

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## IQAC MEETING

Date: 28-02-2022

Time: 1:00 P.M.

Venue: Principal's Chamber

A meeting was held among the members of the IQAC- of B.H.B College, Sarupeta

Purpose: The purpose of the meeting was to discuss the initiatives that are to be taken to improve the quality of teaching learning process and the action plan that will help in the development of the college in all sectors.

Resolutions:

1. Upgrade the college website.
2. Entrust the task of keeping records to the record maintaining committee.
3. Collect feedbacks from students, employees, alumni, parents.
4. Take Classes using ICT.

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## IQAC MEETING

Date: 03/03/2022

Time: 2:00 P.M.

Venue: Teachers' Common Room

A meeting was held between the Principal, IQAC, Criterion VI and VII of NAAC Assessment and Accreditation on 03/03/2022 at 2:00 P.M. in the Teachers' Common Room.

Purpose: The purpose of the meeting was to discuss the activities under Criterion VI and VII.

Resolution:

1. To learn the requirements to properly conduct the Academic Audit.
2. Create a format for acquiring academic achievements of the faculty members.
3. Create self Appraisal report
4. Create a faculty and firm which covers the faculty members and their family members.
5. Design a day care facility for all faculties.
6. Design an open amphitheatre.
7. Conduct a government fund audit last conducted in 2021.
8. List of sources of funds from the government, D.C, college itself.
9. Generate more self resources for funding.
10. Activate the IQAC by making it more proactive.
11. Conduct an awareness programme on the role of IQAC and members.
12. The decision was taken upgrade the policy of Grievance Redressal Cell, Eco Club and Code of Conduct.

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Principal

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Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date: 14/03/2022

Time: 12:00 P.M.

Venue: Teachers' Common Room

A meeting was held by the IQAC of BHB College with the teachers to discuss the arrangement of the NIELIT programme to be held in the college from 23th March to 25th March.

Purpose: The Purpose of the Meeting is to make the necessary arrangements for the upcoming NIELIT programme. The meeting sought to distribute the duties among the teachers and assemble participants from the nearby community. The Programme requires the participation of 100 women for 3 consecutive days, 100 students for one day, 100 farmers for 1 day and 100 elderly people for one day.

Resolution:

1. To generate a letter of invitation that shall contain the details of the programme for the participants.
2. To create a proper action plan and form five groups that shall be entrusted with the task of collecting details of the participants for the programme.

Programme Details and minimum number of Participants required for each day:

23<sup>rd</sup> March - No. of Participants -100 women and 300 Students.

24<sup>th</sup> March -No. of Participants- 100 women and 100 farmers.

26<sup>th</sup> March – No. of Participants -100 women and 100 elderly persons.

Note: In absence of the Principal, Dr.Durgeswar Barman, Academic In-charge presided the meeting.

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Principal

B.H.B. College, Sarupeta  
B.H.B. College, Sarupeta

## IQAC MEETING

Date: 31-05-2022

Time: 2:00 P.M.

Venue: Digital Classroom

A meeting was held between the Principal and the IQAC coordinator and its members on 31<sup>st</sup> May, 2022 to discuss the issue of new admission and take steps to increase the enrolment of the students.

Purpose: The purpose of the meeting was to discuss the prospectus of the upcoming session and to discuss the strategic to increase enrolment of students.

Other miscellaneous issues also need to be discussed.

Proceedings:

1. The task of online admission was carried out by the NIECOM Pvt .Ltd. and an amount of Rs 95000/-is to be given to the organisation.
2. The responsibility for ensuring the task of giving the tender for online admission was entrusted upon the Online Admission Committee. The decision will be taken by 1<sup>st</sup>June, 2022.
3. It was decided that the social media, hoarding and flax will be used to promote the college to ensure more student enrolment.
4. A promotional video stating the achievement of the college and the new add – on course should be made and uploaded on social media. The responsibility will be undertaken by the Admission Committee.
5. The new prospectus should be uploaded on the college website by 6<sup>th</sup> June 2022
6. Four new digital classrooms will be set up and four boards are purchased and their delivery is pending due to floods.
7. Security for digital classrooms should be ensured and accessories of the digital classrooms will be installed after the delivery of the required products.
8. A workshop on “Acting’, Recitation and Art” will be conducted. This workshop will help in the promotion of this course for the upcoming new session.
9. To conduct Research on projects by the Research Committee under Dr. Kalpana Baishya.
10. Develop infrastructure and procreate plants in the garden.

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Principal

\* BHB College  
Principal  
B.H.B. College, Sarupeta

## IQAC MEETING

Date: 24/08/2022

Time: 1:00 P.M.

Venue: Digital Classroom

A meeting was held between the Principal, IQAC members, teaching staff and non- teaching staff on 24/08/2022 in the Digital Classroom to discuss certain important issues.

Purpose: The purpose of the meeting was to discuss the submission of (AQAR of 2020-21), Criterion wise work progress and miscellaneous.

The Principal stated the agendas of the meeting. Following are the resolutions undertaken in the meeting.

1. Four interactive boards have been installed.
2. It was resolved that the teachers will keep record of digital classes.
3. It was resolved that the various add on classes will begin from the upcoming session.
4. It was resolved that the Library will be upgraded through RUSA fund.
5. Add on course on solar energy to be provided by NIELIT and discussion on its approval will be taken by the Academic Committee.
6. It was resolved that the Academic Audit and Financial Audit will be conducted as soon as possible.
7. Criterion wise work allocation and progress was discussed.
8. The college will make the provision for the creation of a garden consisting of medicinal plants.
9. Green Audit will be conducted by Criterion VII and Academic Audit by Criterion VI. The convenors of the of the VII Criteria will submit their plan between 12<sup>th</sup> September and 15<sup>th</sup> September, 2022
10. Launch of a course on solar energy repairing and installation, Office Automation, Yoga and Self defence, Research Methodology, Knitting Cutting and Spoken English..
11. Registration of Alumni is of utmost significance and immediate steps are to be undertaken in this regard.
12. The decision was taken to open B.H.B. College Welfare fund which will provide financial assistance to the Contractual and Non-sanctioned staff of the college. It was decided that the permanent faculty will deposit an amount according to their feasibility for the welfare of the Contractual and non-sanctioned staff.

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Principal

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## IQAC Meeting with the Principal

Date-28/09/2022

Time: 2:00 P.M

Venue: Principal's Chamber

A meeting was held between the Principal and IQAC Coordinator and Assistant Coordinator on 28<sup>th</sup> September, 2022 in the Principal's Chamber.

Proposed Work Based on discussion:

1. Discussion on preparation and subsequent submission of IIQA and SSR.
2. Collection of information from the various departments.
3. Department wise paper code, paper name, course code, course name, programme code, programme name to be collected.
4. Collection of student information (name, classroom, unique id, email id, contact no, bank account no, semester) through Google forms.
5. Conduction of mock assessment (SSS) through Google forms.

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Principal

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B.H.B. College, Sarupeta

## IQAC MEETING

Date-29-09-2022

Time: 2:30 P.M.

Venue: Digital Classroom

A meeting was organised by the IQAC with the Principal and the convenors and members of the seven Criteria of NAAC Assessment.

### AGENDAS

1. The status report of NAAC assessment and Accreditation submission (as per the letter to RUSA)
2. The Progress work of the seven criteria.
3. Preparation for SSR submission.

### Proceedings:

1. The Principal informed that the departments and the committees should maintain the data as the NAAC team will look for DVV (Data Verification and Validation).
2. The Students should be prepared for SSS (Student Satisfaction Survey) via mock through the Google forms; name, address, phone no, email, unique id, class roll no and bank accounts no.
3. The Criteria should prepare the data for submission of IIQA and SSR.
4. Data template for student details will be provided to the teachers for acquiring details of students.
5. The seven criteria should provide their status report. The work of the criteria will be divided and the criteria should provide the data for quantitative matrix in SSR and AQAR 2021-2022 submission.
6. A permanent data base for permanent employees will be created and the form was provided to the teachers.

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Principal

B.H.B. College, Sarupetata  
Principal  
B.H.B. College, Sarupetata