

## **The Minutes of IQAC Meetings and Action Taken Report**

The Minutes of IQAC Meeting held on 31<sup>st</sup> July, 2020.

1. It is resolved that all the pending AQAR has to be prepared and submitted before 31<sup>st</sup> May, 2021.
2. It is resolved that all HODs are to be instructed to maintain Academic Diary and to provide the assignments to the teachers for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester for the academic year 2020 – 2021 before the commencement of new session. All the HODs are to submit Assignments and Teaching Plan to the office of the IQAC on or before 07/11/2020.
3. Resolved that classes will be continued through online mode only till further notice from the government/ Higher authorities.
4. It is also resolved that faculty exchange program can be carried out with neighboring colleges to share resources and knowledge.
5. Resolved that admission process to be conducted online in view of the pandemic situation.
6. It is also resolved that college website needs to be renewed and Students Satisfaction Survey (SSS) to be carried out in preparation for NAAC assessment.

**Action Taken Report:** The following actions are undertaken.

1. All the pending AQAR were submitted successfully before 31<sup>st</sup> May, 2020.
2. All HODs have maintained Academic Diary and the teachers have submitted Teaching Plan.
3. The classes for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semesters continued through online mode.
4. Department of Economics, History and Geography have organized faculty exchange program with Nowgong Girl's College.
5. Admission process was successfully implemented through online mode.
6. Our college website was renewed with SS technology. And SSS was conducted among students to get their feedback.

Dr. Abinash Bharali  
Coordinator, IQAC

Dr. Nripen Chandra Das  
Chairperson, IQAC

Debita Kemprai  
Joint Coordinator

Dr. B.K.B. College, Puranigudam, Nagaon, Assam

## **The Minutes of IQAC Meetings and Action Taken Report**

The Minutes of IQAC Meeting held on 2<sup>nd</sup> June, 2021.

1. It is resolved that AQAR 2020-21 to be submitted before 31<sup>st</sup> December,2021.
2. Professional Development Training Programme for faculties and non-teaching staff of higher education institutes to be organized to update them about the resent technology used in educational institutions.
3. It is also resolved that all the departments are to conduct webinar/ awareness program through online mode.
4. Resolved that with a view to bring the students closer to the administrative structure an interactive session may be initiated.
5. Resolved that the responsibility of Academic and Administrative Audit entrusted to the office of Principal.
6. It is resolved that all HODs are to be instructed to conduct online parent teacher meet to discuss difficulties faced by the students during this pandemic period.
7. Resolved that grievance redressal cell to be revived.

**Action Taken Report:** The following actions are undertaken.

1. AQAR 2020-21 submitted successfully.
2. Professional Development Training Programme for faculties and non-teaching staff of higher education institutes were organized and conducted smoothly.
3. Seven departments have conducted Webinar and awareness program online on various issues and events.
4. A series of interactive session was initiated by the newly appointed Vice Principal, Dr. Kamal Ch. Saikia to bring the students closer to the administrative structure and make them feel free and bold in placing their opinions, grievances or seeking after the required services.
5. Academic and Administrative audit report submitted
6. All the eleven departments have conducted online parent teacher meet and taken note of grievances faced by the students and trying their best to minimize it.
7. Grievance redressal cell revived with new committee members.

Dr. Abinash Bharali  
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