



**Template of Minutes**  
**IQAC MEETING**  
**BIRJHORA KANYA MAHAVIDYALAYA**  
**P.O. & Dist. – Bongaigaon (Assam), Pin – 783380**

|   |   |                           |
|---|---|---------------------------|
| Meeting of IQAC   |   |                           |
| <b>Date:</b> 10/08/2024   | <b>Time:</b> 1.00 PM  | <b>Venue:</b> IQAC office |
| Agenda:   | <ol style="list-style-type: none"><li>1. Discussion on departmental strategic plan</li><li>2. Discussion on teaching learning process</li><li>3. Discussion on introducing new certificate course</li><li>4. Miscellaneous.</li></ol>                                 |                           |
| Members Present:  | <ol style="list-style-type: none"><li>1. Tarun Chaudhury</li><li>2. Dr. Bandita Mazumdar</li><li>3. Premananda Sarkar</li><li>4. Durga Charan Mahanta</li><li>5. Ganesh Barman</li><li>6. Himadri Singha</li><li>7. bhagirath Ray</li><li>8. Hareswar Rabha</li></ol> |                           |
| Minutes:  |   |                           |
| <ol style="list-style-type: none"><li>1. The meeting decided that the the departments will prepare strategic plan for the new session for the smooth conduct of departmental and academic activities.</li><li>2. The meeting decided that each department will prepare PPT for the students to motivate them to classrooms.</li><li>3. The meeting resolved that more numbers of value added certificate courses should be introduced by different departments.</li><li>4. The meeting also resolved to hold a meeting with all HoDs and Cell incharges for discussing the plan for the current session</li><li>5. The meeting resolved that the college foundation day will be celebrated by organising a special lecture session and by illuminating the campus</li></ol> |   |                           |

  
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| Meeting of IQAC with Principal |   |                           |
|--------------------------------|---|---------------------------|
| <b>Date:</b> 30/09/2023        | <b>Time:</b> 12.00 Noon   | <b>Venue:</b> IQAC office |
| Agenda:                        | <ol style="list-style-type: none"><li>1. Preparation for participation in NIRF</li><li>2. Development of research activity</li><li>3. Follow up of Re-Evaluation of NAAC</li><li>4. Miscellaneous</li></ol>   |                           |
| Members Present:               | <ol style="list-style-type: none"><li>1. Dr. Kalpana Kalita Das</li><li>2. Premananda Sarkar</li><li>3. Ganesh Barman</li><li>4. Rupa Debadhikary</li><li>5. Durga Charan Mahanta</li><li>6. Himadri Singha</li><li>7. Bhagirath Ray</li></ol>  |                           |
| Minutes:                       | <ol style="list-style-type: none"><li>1. The meeting decided to take necessary preparation for NIRF Participation and resolved that IQAC will take all the initiative needed.</li><li>2. The meeting decided to take initiative for developing the research activities of the faculty members.</li><li>3. The meeting decided to put forward a suggestion to the publication cell to take measures to publish book with ISBN no.</li><li>4. The meeting discussed the status of the Re- Evaluation process and decided that the IQAC Coordinator will take initiative to follow up the process.</li></ol> |                           |

  
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|                           |   |                                     |
|---------------------------|---|-------------------------------------|
| Meeting of IQAC with Cell |   |                                     |
| <b>Date:</b> 26/12/2023   | <b>Time:</b> 2.00 PM  | <b>Venue:</b> Teacher's common room |
| <b>Agenda:</b>            | 1. Discussion on activities of Departments and cell.<br>2. Discussion on organising seminar and workshop<br>3. Preparation for the next issue of news letter Glimpse.<br>4. Miscellaneous   |                                     |
| <b>Members Present:</b>   | 1. Dr, Bandita Mazumder<br>2. Arup Jyoti Mazumder<br>3. Bhaskar Seal<br>4. Rupa Debadhikary<br>5. Kanika Kalita<br>6. Subhadra Das Baro<br>7. Jamuna Ray<br>8. Ganesh barman<br>9. Nava Kr. Sarma   |                                     |
| <b>Minutes:</b>           | 1. The meeting resolved that cell coordinators will initiate some quality activity after the winter break<br>2. The meeting also resolved that the IQAC in association with the departments will organise Seminar and Workshops at the state, National and International level.<br>3. The meeting decided to form a new editorial board for the news letter Glimpse.<br>4. The meeting resolved that the Literary and Cultural cell will organise Bhogali Festival. |                                     |

  
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| Meeting of IQAC  |   |                           |
| <b>Date:</b> 11/03/2024  | <b>Time:</b> 2.30 PM  | <b>Venue:</b> IQAC office |
| <b>Agenda:</b>   | 1. Discussion on increasing Extension Activity<br>2. Discussion on Feedback collection<br>3. Miscellaneous  |                           |
| <b>Members Present:</b>  | 1. Dr.Kalpana Kalita das<br>2. Rupa Debadhikary<br>3. Dr. Bandita Mazumdar<br>4. Premananda Sarkar<br>5. Ganesh Barman<br>6. Durga Charan Mahanta |                           |
| <b>Minutes:</b>  |   |                           |
| 1. The meeting discussed the need of engaging students in more Extension activities in the nearby communities<br>2. The meeting decided that IQAC will collect the feedback of the stakeholders.<br>3. Meeting also decided that the college will celebrate Rongali Bihu and the ILiterary and Cultural Cell will take the initiative, |   |                           |

  
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|--|--|-----------------------------|
| Meeting of IQAC  |  |                             |
| <b>Date:</b> 22/05/2024  | <b>Time:</b> 3.00 PM   | <b>Venue:</b> Room No. NB 2 |
| <b>Agenda:</b>   | <ol style="list-style-type: none"><li>1. Discussion on Future plan according to Peer Team Report</li><li>2. Preparation for Report of DHE regarding college visit.</li><li>3. Discussion on proposal for rain water harvesting.</li><li>4. Miscellenious.</li></ol>                                |                             |
| <b>Members Present:</b>  | <ol style="list-style-type: none"><li>1. Dr. Bandita Mazumdar</li><li>2. Ganesh Barman</li><li>3. Arupjyoti Mazumder</li><li>4. Rupa Debadhikay</li><li>5. Durga Charan Mahanta</li><li>6. Preamnanda Sarkar</li><li>7. Bhagirath Ray</li><li>8. Himadri Singha</li><li>9. Hareswar Rabh</li></ol> |                             |
| <b>Minutes:</b>  |  |                             |
| <ol style="list-style-type: none"><li>1. The meeting resolved to work for implementation of peer team recommendation</li><li>2. The meeting resolved to provide necessary help in preparing the report of DHE regarding college visit.</li><li>3. The meeting resolved to submit a proposal to GB through The Principal for taking measures for rain water harvesting.</li></ol> |  |                             |

  
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