

## **IQAC Meeting**

**IQAC Office,**

**Time –1.30 PM**

**Date – 02-11-2021**

**Agenda:**

- 1. Discussion on the preparation of delayed academic session.**
- 2. Organizing National and International Seminar/Webinar etc.**
- 3. Organizing Induction programme at the entry level.**
- 4. Suggestion to the authority for boosting ICT infrastructure and improvement in computer-student ratio.**
- 5. Miscellaneous.**

**Members present:**

1. Dr. Birhash Giri Basumatary
2. Dr. Arup Sarkar.
3. Ranjit Kumar Barman
4. Dr. Gwgwm Brahma Kachary
5. Sanjita Ray
6. Malay Kumar Chanda.
7. Devajyoti Sarma.
8. Jayshri Narzary
9. Dr. Babul Basumatary

The meeting is held as per the schedule, agenda and attendance shown above. It started with greetings and wishes from the Chairperson. He sought complete cooperation of every member present in conducting the meeting. He advised the Co-ordinator Dr. Arup Sarkar to read out the agenda for discussion and accordingly Mr. Sarkar elaborated about the same. Taking up the first agenda the Chairperson asked the members to discuss about the academic activities in the new session and particularly in the view of the delayed academic session declared by both UGC and the Bodoland University. The members discussed among themselves about the new session which is truncated to adjust the pressure of managing time for the pandemic batches. The present pandemic situation has made it difficult both on the part of the teachers and students to do justice to the syllabus. After a threadbare discussion the following resolutions were taken.

**Resolution No. 1 :**

The meeting resolved to abide by the new academic session offered by Bodoland University from the present academic calendar released by them for the semester classes of UG and PG.

**Resolution No. 1 (a) :**

The meeting resolved to advise all the academic departments to continue with both online classes, recorded classes and offline classes for the teaching learning activities in this academic session. Further it advises the administration and the departments to publicize widely among the students and faculties, the blended method of teaching learning.

Going to the next agenda, the chairperson asked the members to discuss about organising National and International Seminars, Webinars, Conferences and Workshops. The Co-ordinator, Dr. Sarkar elaborated that adopting the above programmes will improve and help both the faculty and students respectively in the field of academics. After much discussion among the members the following resolution was taken.

**Resolution No. 2:**

The meeting unanimously resolved to advise all the academic departments to initiate the process for organizing National and International Seminars, Webinars, Conferences and Workshops to improve the academic scenario during this pandemic period. It also requested the college authority to provide necessary infrastructure and permission for conducting these academic events as a part of the intellectual activities.

Coming to the third agenda of the day the chairperson advised the members present to discuss about the Induction programme for the freshers both centrally and department levels in this new academic session to make the freshers adapt to all the rules and regulations as well as functioning of departments and institution. The members discussed the proposal thoroughly and took the following resolution.

**Resolution No. 3 :**

The meeting unanimously resolved to appraise the college authority for organizing an Induction programme for the freshers and appealed to all the academic departments and their faculty members to publicize and mobilize among the students the above programme for the smooth conduct of academic responsibilities on the part of the students. It also resolved to advise the academic departments to conduct departmental freshers for intimating the new students about various syllabus related information's and other activities of the departments.

**Resolution No. 3 (A):**

The meeting also resolved to advise the academic departments to conduct departmental freshers for intimating the new students about various syllabus related information's and other activities of the departments.

Coming to the fourth agenda the chairperson asked the Co-ordinator to elaborate about ICT infrastructure and other related issues before the members. Accordingly Dr. Sarkar elaborated that to improve the UGC suggested blended class experience as well as for better

delivery of academic instructions the college has to improve the existing ICT infrastructure and also to enhance computer-student ratio. After threadbare discussion the following resolution was undertaken

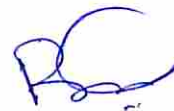
**Resolution No. 4 :**

The meeting unanimously resolved to appeal the college authority to improve the existing ICT infrastructure, particularly enhancing the number of smart classes at least one per department.

**Resolution No. 4 (A) :**

The meeting resolved to appeal to the college authority to improve the computer student ratio for a healthy digital experience on their part.

Coming to the final agenda the chairperson asked the members to discuss anything of importance to the college. But as there was no more such significant issues, the meeting came to a closure after the speech of the chairperson and vote of thanks from the Co-Ordinator.



Signature of the Chairperson

Principal  
Bijni College, Bijni

## **IQAC Meeting**

**IQAC Office,**

**Time –3.00 PM**

**Date – 02-02-2022**

### **Agenda:**

- 1. Expediting publication of books, journal and conference proceedings.**
- 2. Organising workshop on Research Methodology, organising departmental seminar and publication of wall magazine.**
- 3. Organising Short Term Course on various Career Oriented Skills.**
- 4. Advisory for Green Campus measures and waste management through Swaccha Campus Cell, NSS and Eco Club.**
- 5. Internal Academic Audit.**
- 6. Miscellaneous.**

### **Members present:**

- 1. Dr. Birhash Giri Basumatary**
- 2. Dr. Arup Sarkar.**
- 3. Ranjit Kumar Barman**
- 4. Dr. Gwgwm Brahma Kachary**
- 5. Sanjita Ray**
- 6. Malay Kumar Chanda.**
- 7. Devajyoti Sarma.**
- 8. Jayshri Narzary**
- 9. Dr. Babul Basumatary**

The meeting began with greetings and wishes from the Chairperson. He sought the cooperation of every member present in conducting the meeting in a conducive manner. He advised the Co-Ordinator Dr. Arup Sarkar to read out the agenda for discussion and accordingly Mr. Sarkar elaborated about the same. Taking up the first agenda the Chairperson asked the members to discuss about the various publications from the college campus. The Co-ordinator briefed the members about the numbers of preparations for publication from among the faculty and invited them to discuss on it. Accordingly the Convenor of the Publication Cell Dr. Apu Guha Thakurta discussed about the status of publication from the college and desired that more publications are needed for the justification of the cell. Other members thoroughly discussed and took the following resolution.

**Resolution No. 1 :**

The meeting resolved to advise the different academic departments and their faculty to expedite the publication of books, journals and various conference or webinar proceedings at the earliest and in this regard they have to be in contact with the publication cell for smooth publication of their books.

Taking up the next agenda, the chairperson asked the Co-ordinator to discuss. The Co-ordinator presented that through various feedbacks he has come to know about the necessity of vigorous departmental activities. The members also discussed thoroughly about the matter and took the following resolution.

**Resolution No. 2 :**

The meeting resolved to advise the Heads of different academic departments to initiate organizing workshops on Research Methodology, Departmental Seminars and also the Publication of departmental wall magazines at the earliest for making the teaching learning experience more robust and mutually beneficial.

Coming to the third agenda of the day the chairperson advised the Co-ordinator to present his ideas about Short Term Course to be introduced in the College. Accordingly Dr. Sarkar elaborated about the necessity of STC particularly the Career Oriented Skill based. Other members also participated in the discussion and presented their ideas about it. Prof. M.K. Chanda desired that courses on Fashion designing and Computer Automation can bring more benefit to the students of Bijni College. Dr. G.B. Kachari wanted to bring courses on Poultry, Piggery and House-Keeping etc. The members discussed the proposal threadbare and took the following resolutions.

**Resolution No. 3 :**

The meeting unanimously resolved to appeal to the college authority to make all efforts in introducing Short Term Course (Career Oriented Skills) for the benefit of the students and making them both employable and self sustained in future.

Coming to the fourth agenda the chairperson asked the Co-ordinator to elaborate about it. The Co-ordinator discussed about the agenda by expressing happiness that various concerns cells are functioning smoothly to improve the campus experience and environment. But he desired to initiate a more vigorous green campus movement to make it really a self sustained campus in this aspect. Other members also agreed with him and took the following resolution.

**Resolution No. 4 :**

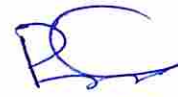
The meeting resolved to advise the college authority to help accelerate the Green Campus measures like Plantation, Solar Energy Installation and Waste Management through Swaccha Campus Cell, NSS and Eco Club of the college.

Taking up the fifth agenda the chairperson advised the Co-ordinator to elaborate on it. Accordingly the Co-ordinator informed the members that the college needs both Internal and External Academic Audit for a credible academic atmosphere. Thus initially the Internal Academic Audit is a necessity. The members agreed with him and took the following resolution.

**Resolution No. 5:**

The meeting unanimously resolved to advised the Academic Cell to initiate an Internal Academic Audit of all the concern departments with a proper documentation to benefit the college in both its own academic budgeting and evaluations from outer agencies.

Coming to the final agenda the chairperson asked to discuss anything of importance to the college. But as there was no such significant issue, so the meeting came to a closure after the speech of the chairperson and vote of thanks from the Co-Ordinator.



Signature of the Chairperson

Principal  
Bijni College, Bijni

## Report of Action on the Resolutions of IQAC meeting held on 2<sup>nd</sup> November, 2021

### IQAC, Bijni College, Bijni

1. The Academic Departments of the college continued with both Online and Offline classes for the teaching learning activities during the academic session. It was highly appreciated by the students and provided them a blended experience. It also helped the teachers to acquire new technologies and techniques in dispensing their responsibilities and thus upgraded the teaching learning process.
2. During the Academic Session different academic departments initiated the process for organizing National and International Seminars, Webinars, Conferences and Workshops to improve the academic Scenario as well as keeping abreast with the latest developments in respective days. There were all together Three International Webinars (Research Cell, Department of Bengali, Science Stream), One National Webinar (Department of Bodo) and One International Conference (Department of Bengali) conducted successfully in collaboration with IQAC, Bijni College, BidyaSagar Metropolitan College, Kolkata, Sindri College, Jharkhand, Janata College, Serfanguri respectively. Participants from different parts of India took part in it.
3. The college successfully conducted the Induction Programme for the Fresher's with a good deal of information about the facilities and functional systems. The departments also conducted the programme at departmental level for more specific information. It helped in a free interaction between the teacher and student as well as provided them an atmosphere of the learning with dignity. The syllabus related information and other activities of the departments were also being interacted in departmental freshers.
4. It is a matter of pleasure that the college was able to improve its ICT infrastructure by enhancing the number of smart classes during the period. Two number of classrooms were converted to smart classes and allotted to different departments for more effective teaching and learning. Ten number of classrooms were provide with Wi-Fi LAN facilities to make the classes more interactive and demonstrative. The college despite the paucity of funds continued to upgrade the ICT enabled facilities both for its teachers and students.
5. The college improved its Computer Student ratio by installing thirty numbers of computers (Desktop) were added for the students as a new computer lab was established. It helped in developing a healthy digital experience for the students. The college is committed to further improve the digital experience in future.



Principal  
Bijni College, Bijni



## **IQAC Meeting**

**IQAC Office,**

**Time – 12.00 Noon**

**Date – 03-05-2022**

### **Agenda:**

- 1. Organising workshop on NAAC Assessment.**
- 2. Preparation of SSR.**
- 3. Discussion on External Academic Audit.**
- 4. Discussion on Green Audit**
- 5. Miscellaneous.**

### **Members present:**

1. Dr. Birhash Giri Basumatary
2. Dr. Arup Sarkar.
3. Ranjit Kumar Barman
4. Dr. Gwgm Brahma Kachary
5. Sanjita Ray
6. Malay Kumar Chanda.
7. Dr. Babul Basumatary
8. Devajyoti Sarma.
9. Jayshri Narzary

At the outset, the Chairperson Dr. B.G. Basumatary greeted all the members and sought their co-operation in conducting the meeting. He advised the Co-Ordinator to explain the purpose of the same. The Co-Ordinator Dr. Arup Sarkar elaborated about the significance and urgency of NAAC Assessment particularly the ongoing process of 3<sup>rd</sup> Cycle. He desired that there should be some workshop on the programme for making the employees both academic and official more focused and aware about their roles. The members voiced their desire to have a special invited representative for NAAC Mentoring Committee Govt. of Assam as the Resource Person in any such workshop. The members interacted with him and after threadbare discussion took the following resolution.

### **Resolution No. 1 :**

The meeting unanimously resolved to request the college authority to arrange for a workshop at the earliest for awareness on the contemporary process and criteria of NAAC Assessment.

### **Resolution No. 1 (a):**

The meeting unanimously resolved to request the college authority to arrange for a special invited representative for NAAC Mentoring Committee Govt. of Assam as the Resource



Person in the Workshop on NAAC Assessment. The meeting preferred to select Dr. Dharmendra Nath, Principal, S.B. Deorah College, Guwahati who is also a Member of the above committee as the Resource Person.

Coming to the second agenda, the chairperson advised the Co-Ordinator to discuss about preparedness and preparation of different departments and cells for NAAC accreditation. The Co-ordinator briefed about the activities till present time and rolled out different ideas and measures to be followed for the purpose. He also informed that as all the required AQARs are already prepared so the Self Study Report is to be prepared as soon as possible. He requested cooperation from all. Members thoroughly discussed among themselves all the matters and took the following resolution.

**Resolution No. 2 :**

The meeting unanimously resolved to empower the coordinator IQAC to prepare the Self Study Report as per the Govt. of Assam direction in this regard (Seven Criteria special Committee).

**Resolution No. 2 (A) :**

The meeting unanimously resolved to urge the college authority as well as all the academic departments and various cells to actively cooperate in the preparation of SSR with the office of the IQAC Co-ordinator.

Coming to the third agenda the Chairperson asked the Co-ordinator to elaborate. The Co-ordinator explained about the necessity of conducting Academic Audit of the college through an External Agency for impartial evaluation. The members thoroughly discussed the matter and took the following resolution.

**Resolution No. 3 :**

The Meeting resolved to request the college authority to arrange for conducting the academic audit of the college through an External Agency after the Internal Academic Audit is completed.

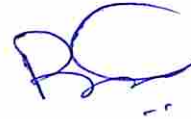
Coming to the fourth agenda the Chairperson asked the Co-ordinator to elaborate on the topic. The Co-ordinator explained about the necessity of conducting a Green Audit of the college through an External Agency for credible evaluation. The members thoroughly discussed the matter and took the following resolution.

**Resolution No. 3 :**

The Meeting resolved to request the college authority to arrange for conducting the Green Audit of the college through an External Agency for a reality check on campus environment and its sustainability.

Coming to the miscellaneous the members discussed about initiating various new steps more intensively to make the college justify its premier tag through the cooperation and dedication of all the stake holders in the coming days.

Finally, as there was no other issue to be discussed the meeting came to an end by the address of the Chairperson and vote of thanks from the Co-Ordinator.



Signature of the Chairperson

**Principal**  
**Bijni College, Bijni**

**Report of Action on the Resolutions of IQAC meeting held on 2<sup>nd</sup> February, 2022**

**IQAC, Bijni College, Bijni**

1. The publication of books, research articles and edited chapters were made by different faculty members in various research journals during the period. Altogether 5 books and 66 numbers of Chapters in edited books were published with credit. Moreover, one Proceeding of International Webinar (Department of Bengali) was also published during the period which was highly appreciated. In addition to that the Volume III of Anwasha (the Journal of Women Cell) was also published during the period.
2. All the academic departments organized workshops both individually and jointly on Research Methodology for their students. They also organized departmental seminars with sound interactions and also published departmental wall magazines that displayed the creative and critical thoughts of the students.
3. It is a matter of regret that due to the overlapping of Semesters (Pandemic restrictions) the college could not arrange any viable short term course in this academic session.
4. The present academic session is one of the most active one from the point of view of Green Campus measure in Bijni College. This year we had six plantation programmes, two cleanliness drives conducted in the campus. In addition we had signed MOU with an organization from Uttar Pradesh for the disposal of academic waste. Accordingly we were able to dispatch few containers of the waste from the college. Moreover, the college signed with five other colleges to collect and supply the academic waste in pursuance of the Green initiative. The most important part of the Green campus initiative was inviting Padmashree Sree Jadav Payeng, the Forest Man to the campus for bringing awareness among the students, teachers and the general public. The installation of Solar Energy as a measure of reducing carbon footprint was also taken up in the campus.
5. The Academic Cell conducted an Internal Academic Audit of all the fourteen departments in an elaborate manner and submitted its report indicating the status, scope for improvement and suggestions for more integrative approach.

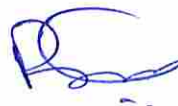


Signature of the Chairperson  
**Principal**  
**Bijni College, Bijni**

**Report of Action on the Resolutions of IQAC meeting held on 3<sup>rd</sup> May, 2022**

**IQAC, Bijni College, Bijni**

1. The college arranged a Workshop for awareness on the contemporary process and criteria on NAAC assessment on 23<sup>rd</sup> June, 2022. The Resource Person Dr. Dharendra Nath, Principal, S.B. Deorah College and Member, College NAAC Mentoring Team, Govt. of Assam delivered his speech on various emerging aspects of NAAC assessments and interacted with the stake holders and audience from other colleges present in the workshop.
2. The Co-Ordinator IQAC Dr. Arup Sarkar was empowered to prepare the Self Study Report of Bijni College as per the Govt. of Assam guidelines (Seven Criteria Special Committee). His office is engaged in preparing the same in collaboration with various cells, academic departments and offices.
3. The college invited Dr. Dharmendra Nath, a Govt. nominated member for the External Academic Audit to evaluate the existing performance of academic departments. He physically visited and audited all the departments and interacted with the faculties. He also made all the stake holders aware about the new approach to teaching learning and academic management during his interaction. He submitted his report to the Principal at the end.
4. The college invited NGO AARANYAK to conduct the Green Audit of the college for reality check on campus environment and its sustainability. The experts from the NGO visited the campus and made a thorough investigation all around the campus. Finally they submitted the audit report to the authority and also discussed about various measures to be taken in future.



Signature of the Chairperson

**Principal**  
**Bijni College, Bijni**