

Minutes of IQAC meetings
Academic Year: 2023-2024
Bengtol College, Bengtol, Chirang, Assam

Meeting No. 1

Date: 08-09-2023

Day: Friday

Time: 2 pm

Venue: Conference Hall

Notice


It is hereby notified to all the Teaching and Non-teaching staff of Bengtol College, a general meeting of IQAC is scheduled to be held on 11th September 2023 in Conference Hall at 2 p.m. Therefore, all the staff is instructed to be present in the meeting.

Agendas:

1. Preparation for NAAC Second Cycle Visit.
2. Departmental Guardian Meet.
3. Observation of Amrit Brikshya Andolon.
4. Certificate course under Youth Empowerment Programme
5. Misc.

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Principal/ Chairman, IQAC
Dr. Ranjit Kr. Narzary
Bengtol College
Principal
Bengtol College
Bengtol

The Coordinator of IQAC Dr. Martin Borgoiary read out the minutes of previous meeting and the faculties confirmed after brief discussion.

Agenda No.1

Preparation for NAAC Second Cycle Visit

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr Narzary inquired the IQAC members the progression and preparation for upcoming NAAC 2nd Cycle visit which is schedule to be held on the month of October, 2023. Dr. Martin Borgoiary IQAC, Co-ordinator as well as all Coordinators of Sub Cells assured that they almost prepared for the NAAC 2nd Cycle visit.

Agenda No. 2

Departmental Guardian Meet.

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. The Chairperson instructed to all the HODs and Teaching faculties to organize Departmental Guardian Meet within the month of September, 2023. The main purpose of the guardian meet is to acquaintance the parents with the institution, Departmental faculties and discusses issues relating students all round development in the institution.

Agenda No. 3

Observation of Amrit Brikshya Andolon.

Resolution:

The IQAC coordinator, Dr. Martin Borgoiary informed the house about a Govt. funded Amrit Brikshya Andolan for plantation of Chandan and Mahogany sapling. After long discussion it



was decided that NSS Unit and Eco Club and Green Audit Cell will take the responsibility to conduct the programme on 17th September, 2023 within the College campus.

Agenda No. 4

Certificate course under Youth Empowerment Programme

Resolution:

The IQAC coordinator, Dr. Martin Borgoiary informed the house that College is organizing Add on / Certificate programs named Retail Team Leader Certificate course under Youth Empowerment Programme scheduled to be held from 26-09-2023 to 16-10-2023. Therefore, all the HODs were requested to encourage and inform the students to participate in the programme. Accordingly, the resolution was passed in the house.

The meeting comes to end with the vote of thanks by the IQAC, Co-ordinator

Action taken Report:

1. All the HODs and Coordinators of Sub Cells as well as IQAC members have prepared for the upcoming NAAC 2nd Cycle.
2. As per the resolution of the meeting departments have conducted Guardian meet in the month of September.
3. NSS Unit along with Eco Club & Green Audit Cell observed “Amrit Brikshya Andolan” and accordingly they planted Chandan and Meheguni at College campus on 17th September, 2023.
4. Certificate programme on “Retail Team Leader certificate” conducted by the College as an Add –on course from 26-09-2023 to 16-10-2023.

Meeting No. 2

Date: 28-10--2023

Day: Saturday

Time: 1.00 pm

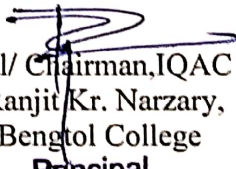
Venue: Conference Hall

Notice

It is hereby notified to all the Teaching and Non- teaching staff of Bengtol College, a general meeting of IQAC is schedule to be held on 31st October, 2023 in Conference Hall at 1.00 p.m. Therefore, all the staff is instructed to be present in the meeting.

Agendas:

1. Academic Performance
2. Students' Home Visit
3. Educational Tour/Field Study
4. Bengtol College Students' Union Election
5. Misc.


Principal/ Chairman, IQAC
Dr. Ranjit/Kr. Narzary,
Bengtol College
Principal
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The Coordinator of IQAC Dr. Martin Borgoiary read out the minutes of previous meeting and the faculties confirmed after brief discussion.

Agenda No. 1

Academic Performance

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. Accordingly, the Principal inquired about the general academic performance and its progression to HODs of the departments. He urged every department to complete the allotted syllabus on time and display the sessional test result on the departmental notice board. He also urged to conduct and complete the departmental seminars, project works and home assignments etc. and to maintain the Log Register and student's attendance. After detail discussion on the academic performances a resolution was passed on the discussed points by the house.

Agenda No.2

Students' Home Visit

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. Accordingly, the Principal instructed all the faculties to make a Home Visit, and meet the guardian along with the student especially those students whose academic performance are weak and needed to be improved for better out come and achievements of the student.

Agenda No.3.

Educational Tour/Field Study

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. He instructed all the HODs to guide and arrange the departmental students to select places for Educational Tour/Field Study before the End Semester Examinations. According, the resolution was passed in the house.

Agenda No.4.

Bengtol College Students' Union Election

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. He placed the importance and formation of the new Bengtol

College Students' Union for the session 2023-2024. After prolong discussion the house decided to conduct the Union Body Election on 22-11-2023. Therefore, for the smooth conduct of the election the Election Conduct Committee was instructed to take all the necessary arrangements ahead of the stipulated date. Accordingly, the resolution was passed in the house.

Agenda No.5.

Miscellaneous

Resolution:

As in miscellaneous the house discussed on the matters such as maintenance of departmental library, submission of departmental reports and individual yearly academic performances to IQAC office. The house also discussed on matters upon book publication by Publication Cell. According, after detail discussion in every point the resolution was passed and consequently accepted by the house.

The meeting comes to end with the vote of thanks by Co-ordinator of IQAC.

Action taken Report:-

1. All the HODs and Teaching faculties conducted the departmental seminar, completed Students project work, home assignment and also maintained Log Register and Students attendance.
2. As per the resolution of the meeting all the respective department faculties visited poor and irregular students home to find out the causes of their irregularities.
3. All the departments have organized Educational tour and field study on the 1st week of November, 2023.
4. Bengtol college student union election was held on 22-11-2023 for the session of 2023-2024.

Meeting No.3

Date 01-02-2024

Day: Thursday

Time: 2.30 p.m.


Venue: Conference Hall

Notice

It is hereby notified to all the Teaching and Non- teaching staff of Bengtol College, Bengtol a general meeting of IQAC, is schedule to be held on 03rd February 2024 in Conference Hall at 2.30 p. m. Therefore, all are instructed to be present in the meeting.

Agendas:

1. Commencement of Even Semester Classes
2. Preparation of Class Time Table.
3. Participation of Inter College Youth Festival.
4. Celebration of College Week
5. Organisation of One Week Workshop on ICT in Higher Education
6. Misc.


Principal// Chairman IQAC
Dr. Ranjit Kr. Narzary
Bengtol College
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Agenda No. 1.

Commencement of Even Semester Classes

Resolution:

Dr. Ranjit Kr. Narzary, Principal/Chairperson of the meeting discuss about the commencement of the Even Semester Classes and accordingly the date was fixed on 05/02/2024 for Even Semester Classes. The Principal requested all the HODs to take the matter seriously.

Agenda No. 2.

Preparation of Class Time Table.

Resolution:

For the smooth functioning of the Even Semester Classes Mr. Benedict Hajoary, Vice Principal was entrusted for the preparation of Class routine.

Agenda No 3

Participation of Inter College Youth Festival.

Resolution:

The Coordinator of IQAC Dr. Martin Borgoiary called the attention of the House on the above agenda and requested all the HODs, Cultural & Sports Cells Coordinators to inform and encourage students to take part in Inter College Youth Festival organized by Bodoland University, scheduled on 16-02-2024.

Agenda No.4

Celebration of College Week

Resolution:

Dr. Ranjit Kr. Narzary, Principal/Chairperson of the meeting discussed about the Celebration of College Week and decided to conduct the events from 22-02-2024 to 01-03-2024. Accordingly, the concern Teacher-in-Charges along with Bengtol College Students' Union and all the Staff was requested to cooperate for the smooth conduct of the College Week. The resolution was passed and agreed by the house.



Agenda No.5.

Organisation of One Week Workshop on ICT in Higher Education

Resolution:

The Coordinator of IQAC, Dr. Martin Borgoiary called the attention of the house on the above agenda and in view of NEP, 2020, and better teaching learning outcome the IQAC, of Bengtol College decided to organize, One Week Workshop on ICT in Higher Education which is schedule to be held on 09-03-2024 to 15-03-2024. Therefore, all the Teaching and Non-Teaching Staff are instructed to take part actively in the said workshop.

At the end of the meeting IQAC, Coordinator gave a vote of thanks.

Action taken Report:-

1. As per the resolution of the meeting the date of even semester classes was fixed on 05-02-2024.
2. Mr. Benedict Hajoary, Vice Principal prepared the class time table.
3. As per the resolution of the meeting all the HODs, Coordinator of Sports and Cultural Cell selected some fittest students and took part in Inter College Youth festival organized by Bodoland University on 16-02-2024.
4. The College has conducted college week and different events from 22-03-2024 to 01-03-2024.
5. The IQAC of Bengtol College has organized one week workshop on "ICT in Higher Education" from 09-03-2024 to 15-03-2024.

Meeting No. 4

Date: 05-04-2024

Day: Friday

Time: 2.30 pm


Venue: Conference Hall

Notice

It is hereby notified to all the Teaching and Non- teaching staff of Bengtol College, a general meeting of IQAC is schedule to be held on 6th April in Conference Hall at 2.30 p.m. Therefore, all the staff is instructed to be present in the meeting.

Agendas:

1. Formation of Academic Monitoring Committee.
2. Commencement of Sessional Test
3. Cleanliness Drive in College Campus.
4. Misc.


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The Coordinator of IQAC Dr. Martin Borgoiary read out the minutes of previous meeting and the faculties confirmed after brief discussion.

Agenda No. 1

Formation of Academic Monitoring Committee.

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal highlight the instruction of Directorate of Higher Education vide Letter DHE-NEPO Misc/14/2004-NEP-DHE Directorate of Higher Education ,Govt. of Assam. The house has decided to form the New Academic Monitoring Committee in place of Academic Council. Mr. Benedict Hajoary, Vice Principal was appointed as a Coordinator of the Academic Monitoring Committee and all the HODs are appointed as members of the said Committee.

Agenda No. 2

Commencement of Sessional Test

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. Accordingly the schedule of the Sessional Test was fixed on 24th April to 30th April, 2024. Mr. Benedict Hajoary Academic in-Charge was asked to prepare the Sessional Examination Routine. And all the concern teachers are instructed to set the question paper as per the syllabus.

Agenda No. 3

Cleanliness Drive in College Campus.

Resolution:

The Coordinator of NSS Unit Dr. Anosh Narzary informed the house that NSS Unit is going to organize a Cleanliness Drive of College on 09-04-2024 at 12.30 pm Therefore he requested all the faculties to cooperate for smooth functioning of the Programme.

The meeting was ended with the vote of thanks by IQAC Coordinator.



Action Taken Report:-

1. As per the Govt.Letter vide no DHE.NEPO MISC/14/2004-NEP DHE Govt, of Assam College has formed the New Academic Monitoring committee in place of Academic council. Mr. Benedict Hajoary was appointed as a Coordinator and all the HODs as a member of the Academic Monitoring Committee.
2. As per the resolution of the meeting the date of Sessional Examination was fixed on 24th April to 30th April, 2024.
3. The Coordinator of NSS unit has organized a Cleanliness drive at College campus on 09-04-2024.



Meeting No. 5.

Date: 06-05-2024

Day: Monday

Time: 3.30 pm

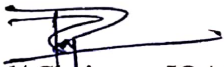
Venue: Conference Hall

Notice

It is hereby notified to all the Teaching and Non-teaching staff of Bengtol College, a general meeting of IQAC, is schedule to be held on 7th May in Conference Hall at 3.30 p.m. Therefore, all the staff is instructed to be present in the meeting.

Agendas:

1. Discussion on upcoming Even Semester Examination.
2. Selection of Asstt. Zonal Officer.
3. Celebration of World Environment day.
4. Add on / Certificate Course
5. Misc.


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The Coordinator of IQAC Dr. Martin Borgoiary read out the minutes of previous meeting and the faculties confirmed after brief discussion.

Agenda No. 1

Discussion on upcoming Even Semester Examination.

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal discuss about upcoming Even Semester (2nd , 4th & 6th) Examination which is schedule to be held on 09/05/2024 to 06/06/2024. The Chairperson called the attention of Examination Conduct Committee to appoint AOC (Assistant Officer- In- Charge) for smooth conduction of the Examinations. Accordingly Exam Conduct Committee appointed AOC for (2nd , 4th & 6th) semester respectively.

Agenda No. 2

Selection of Asstt. Zonal Officer.

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. Accordingly the Chairperson selected two (2) nos. of Asstt. Zonal Officer for smooth functioning of 6th Semester Zone, under Bodoland University.

Agenda No. 3

Celebration of World Environment day.

Resolution:

The Coordinator of NSS Unit Dr. Anosh Narzary informed the house that NSS Unit and Eco Club & Green Audit Cell is going to observe World Environment Day on 5th June 2024 at 8.30 am. Therefore, all the Faculties and Students were requested to attend the important programme along with at least one sapling for the purpose.

Agenda No. 4.

Add on / Certificate Course

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. He informed the house that considering the importance of self employment for the college girls and surrounding area, college has decided to offer Make Up Artist Certificate course from 15-05-2024 to 14-08-2024. The house agreed to conduct the programme and accordingly the resolution was passed in the house.



At the end of the meeting IQAC, Coordinator gave a vote of thanks.

Action Taken Report:

1. As per the resolution of the meeting the Examination Conduct has appointed two nos for each Semester (AOC) Assistant Officer In –Charge for smooth conduction of even semester Examination.
2. The Chairperson of the meeting has appointed two nos of Assistant Zonal officer for the smooth running of 6th semester Zone under Bodoland University.
3. NSS Unit and Eco-Club and Green Audit Cell observed World Environment Day on 5th June, 2024.
4. As per the resolution of the meeting the IQAC has organized a Certificate course on “Make-UP Artist” as an Add on Course from 15-05-2024 to 14-08-2024.



Meeting No. 6

Date: 27-06-2024

Day: Thursday

Time: 3.00 pm


Venue: Conference Hall

Notice

It is hereby notified to all the Teaching and Non-teaching staff of Bengtol College, a general meeting of IQAC is scheduled to be held on 29th June, 2024 in Conference Hall at 3.00 p.m. Therefore, all the staff is instructed to be present in the meeting.

Agendas:

1. Commencement of Odd Semester Classes.
2. Selection of Nodal Teacher for IDC online Courses.
3. Use of ICT in Class Room
4. Remedial Class
5. Department and Sub Cells updated activities report and maintenance of Log Register etc.
6. Misc.


Principal/ Chairman, IQAC
Dr. Ranjit K. Narzary,
Bengtol College
Principal
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The Coordinator of IQAC Dr. Martin Borgoiary read out the minutes of previous meeting and the faculties confirmed after brief discussion.

Agenda No. 1.

Commencement of Odd Semester Classes

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal discuss about commencement of upcoming Odd Semester (1st, 3rd & 5th) Classes which is scheduled to be held from 05/08/2024 . The Chairperson called the attention of the house for preparation of Class routine and requested all the HODs to monitor the Classes. Mr. Benedict Hajoary, Academic In-Charge was entrusted to prepare the Class routine.

Agenda No. 2.

Selection of Nodal Teacher for IDC online Courses.

Resolution:

The Chairperson of the meeting Dr. Ranjit Kr. Narzary Principal called the attention of the house on the above agenda. Accordingly the Chairperson has selected Mr. Shahidul Islam Akand as Nodal Teacher for Online IDC Courses to supervise and guide the students of UG 1st Semester under Bodoland University.

Agenda No. 3.

Use of ICT in Class Room

The Chairperson of the meeting Dr. Ranjit Kr. Narzary, Principal after discuss about commencement of upcoming Odd Semester (1st, 3rd & 5th) Classes urged the Teaching faculties to use ICT in Class Room which will enrich the students in their learning process.

Agenda No. 4.

Remedial Class

The Chairperson of the meeting Dr. Ranjit Kr. Narzary, Principal requested that the remedial classes be taken for all Departments seeking convinces and adjustment with the master routine. He further, insisted the importance of helping the weaker students of the College and instructed all the HODs to take the matter with importance.



Agenda No. 5.

Department and Sub Cells updated activities Report and maintain Log Register etc.

Resolution:

The Coordinator of IQAC, Dr. Martin Borgoiary called the attention of the house and requested all the HODs to keep all the activities well documented and maintain the reports in accordance. The Coordinator also requested all IQAC Sub Cells to organize activities and reports must be documented in their register. The house resolved that HODs and Sub Cells Coordinators should expedite with their concerned Cells.

At the end of the meeting IQAC, Coordinator gave a vote of thanks.

Action Report Taken:

1. As per the resolution of the meeting commencement of odd semester classes was fixed on 05-08-2024. Mr. Benedict Hajoary, Vice Principal prepared the class routine.
2. The Principal has appointed Mr. Shahidul Islam Akand, Associate Professor Deptt. of Education as a Nodal Teacher for online IDC courses of UG 1st Semester.
3. Teaching faculties uses ICT in the classroom as per their convenience.
4. Remedial classes for slow and week learner have started.
5. All the HODs and Coordinators of Sub Cells have organized different activities and submitted their reports to the IQAC in time.