



Office of the  
**Internal Quality Assurance Cell (IQAC)**

BARKHETRI COLLEGE, NARAYANPUR, MUKALMUA

Dist.- Nalbari; Assam- 781126

Estd.-1983

Ph.: 03624-291958

Website: [www.barkhetricollege.ac.in](http://www.barkhetricollege.ac.in)

Email: [iqacbcnm@gmail.com](mailto:iqacbcnm@gmail.com)

Ref no.....

Date: 06-07-23

Abstract of the Minutes of IQAC Meeting and Action Taken Report:

Date of meeting: 02/03/2022		
Sl. NO	Resolution of IQAC	Action taken
1	Charge hand over to New IQAC	New IQAC Co-ordinator took charge and it has been functioning till date.
2	Formation of seven criterion special committees for NAAC SSR as per Assam Govt. O.M.	Seven criterion committees has been formed with seven Co-ordinators for each criteria of SSR.
3	Creation of Teachers' Profile	Done and uploaded in college website.

(Dr. Bhaskar Kalita)

Principal,

Barkhetri College

Principal  
Barkhetri College  
Narayanpur, Mukalmua  
Date.....

(Dr. Utpal Kalita)

Co-ordinator, IQAC

Barkhetri College

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam



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**Internal Quality Assurance Cell (IQAC)**  
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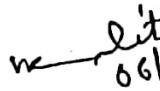
Date: 06-07-23

Abstract of the Minutes of IQAC meeting and Action taken report:

Date of meeting : 26/04/2022		
SI. NO	Resolutions of IQAC	Action Taken
1	Formation of API committee for verification of documents of promotion of faculty members.	API committee formed and it recommended the documents after proper verification to be placed before DPC.
2	College website renovation	Raised the issue in the Governing Body meeting by Teachers' Representatives.
3	Formation of the Three Member Task Force for NEP implementation as per DIIE order	Task Force has been formed as under Principal i/c – Chairman, Azijul Haque Ahmed – Co-Ordinator Dr. Mokshed Ali – Member, J.N.Deva Goswami, - Member.
4	Feedback Analysis	The feedback of all the stakeholders has been analyzed and sent to principal for necessary action.

  
(Dr. Bhaskar Kalita)  
06.07.2023

Principal,  
Barkhetri College  
Principal  
Barkhetri College  
Narayanpur, Mukalmua  
Date.....

  
(Dr. Utpal Kalita)  
06/07/2023

Co-ordinator IQAC,

Barkhetri College

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam



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Estd.-1983

Ph.: 03624-291958

Website: [www.barkhetricollege.ac.in](http://www.barkhetricollege.ac.in)  
Email: iqacbcnm@gmail.com

Ref no.....

Date: ~~06-07-23~~

Abstract of the Minutes of IQAC Meeting and Action Taken Report:

Date of meeting : 10/ 05/2022		
Sl. NO	Resolutions of IQAC	Action Taken
1	Arrangement of DPC for CAS promotion from stage I to stage II for the department of Arabic and Philosophy	DPC held on 19/05/2022 and documents sent to the DHE, Assam.
2	Organization of a lecture programme on constitutional Obligation, Values, Right and Duties.	Organized on 27/05/2022 Resource Person: Prof. Jyotiraj Pathak , Principal, North Kamrup College, Bajali, Assam
3	Conduction of an one week Administrative Training Programme on Digital office Management and Proper Documentation.	Conducted one week Administrative Training Programme for Non-Teaching Staff of our college in collaboration with Gurukul Computer Academy, Nalbari from 25/05/2022 to 31/05/2022
4	Organization of an One day workshop on Academic and Administrative Audit.	Organized on 30.05.2022. Resource Person: Prof. Jogen Chandra Kalita, Former Director, HRDC, Gauhati University.
5	Conduction of a Debate Competition on "Social Media has a Negative Impact on New Generation".	The IQAC conducted the competition on 31/05/ 2022 among the students of the college.

(Dr. Bhaskar Kalita)

Principal,

Barkhetri College  
Narayanpur, Mukalmua  
Date: .....

(Dr. Utpal Kalita)

Co-ordinator IQAC,

Barkhetri College

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam



Office of the IQAC  
Barkhedi College

Date: 26/04/2022

IQAC Meeting


Place: IQAC Room

Day: Tuesday

Time: 1:30 P.M

Member Present

Signature

- |                                    |   |
|------------------------------------|---|
| 1. Nurul Islam                     | (N)   |
| 2. Dr. Mokshed Ali                 |  |
| 3. Dr. Utpal Kalita (Co-ordinator) | U Kalita  |
| 4. Jnanendra Narayan Dev Goswami   | → J Goswami   |
| 5. Abdul Alim                      | A Alim  |
| 6. Gyoshna Das                     | G Das   |

Agenda:

1. Discussion regarding formation of API Committee for promotion from stage I to stage II
2. Discussion regarding College website renovation.
3. Discussion regarding formation Task Force for NEP implementation.
4. Regarding feedback Analysis

Today 26<sup>th</sup> April, 2022 a meeting of IQAC has been held at IQAC room in the presence of the above signed members. At the end of the meeting following resolutions has been undertaken.

Resolutions:

1. It is resolved that IQAC will form

API Committee for verification of documents of promotion from Stage I to Stage II of faculty members.

2. It is resolved that I&AEC will <sup>give</sup> proposal to Governing Body to renovate college website.

3. It is resolved that I&AEC will form Three Member Task Force for NEP implementation as per the order given by the Director of Higher Education.

4. It is resolved that I&AEC will analyse the feedbacks which are collected from the stakeholders.

### ACTION TAKEN REPORT

Date of Meeting	Resolutions of I&AEC	ACTION TAKEN
26/04/2022	Formation of API Committee for verification of documents of promotion of faculty members	API Committee formed and it recommended the documents after proper verification to be placed before DPE.
	College website renovation	Raised the issue in the Governing Body meeting by Teachers' Representatives
	Formation of the Three Member Task Force for NEP implementation as per DHE Order	Task Force has been formed as under Principal - Chairman Asif ul Haque Ahmed - Co-ordinator Dr. Mokshad Ali - Member J.N. Dev a Grover - Member
	Feedback Analysis	The feedback of all the stakeholders has been analysed and sent to Principal for necessary action

Jr. M. P. K. K. K.





Office of the IQAC  
Barkhedi College

Date: 10/05/2022

IQAC Meeting

Place: IQAC ROOM

Day: Tuesday

Time: 12:30 P.M.

Member Present

Signature

1. Jyotsna Das
2. Dr. Utpal Kalita (Co-ordinator) —
3. Dr. Mokshed Ali
4. Abdul Alim
5. Gnanendra Narayan Dev (Goswami) →
6. Md. Nurul Islam
- 7.
- 8.

Agenda:

1. Discussion regarding arrangement of DPC for CAS Promotion from Stage I To Stage II for Arabic and Philosophy department.
2. Discussion regarding organisation of a Lecture Programme on constitutional obligation, Values, Rights and Duties.
3. Discussion regarding conduction of an One week Administrative Training Programme on Digital office Management.
4. Discussion regarding organisation of an One day workshop on Academic and Administrative Audit.

## 5. Discussion regarding conduction of a Debate Competition among students.

Today 10th May, 2022 a meeting of I&AE has been held at I&AE room in the presence of the above signed members. At the end of the meeting the following resolutions has been undertaken.

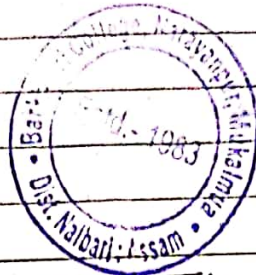
### Resolutions:

1. It is resolved that I&AE will arrange ~~with~~ DPC (Departmental Promotion Committee) for the department of Arabic and Philosophy for CAS Promotion from stage I to stage II very shortly.
2. It is resolved that I&AE will organize a lecture programme on Constitutional obligation, Values, Right and Duties in the last week of May, and will invite Prof. Jyotiraj Pathak, Principal North Kanwar College, Bajali Dist as Resource Person.
3. It is resolved I&AE will arrange an one week Administrative Training Programme on Digital Office Management and Proper Documentation for office bearer of the College in the last week of May.
4. It is resolved that I&AE will organize an One Day workshop on Academic and Administrative Audit (AAA) and also invite Prof. Jogen Ch. Kalita former Director HRDE, Gauhati University as a Resource Person for the workshop.



5. It is resolved to conduct a Debate Competition on "Social Media has a Negative Impact on New Generation" among the students on 31st May.

with regards,  
Dr. Utpal Kalita



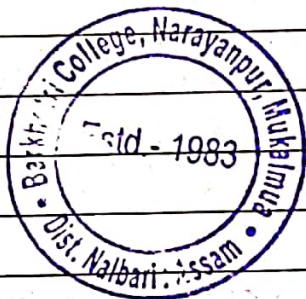
Co-Ordinator  
Internal Quality Assurance Cell  
Barpeta College,  
Narayanpur, Kakaimua,  
Nalbari, Assam

### ACTION TAKEN REPORT

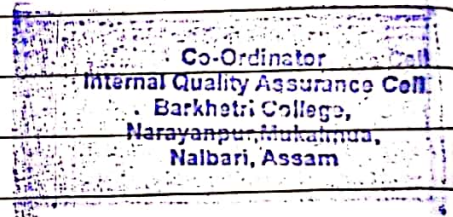
Date of Meeting	Resolutions of IQAC	ACTION TAKEN
10/05/2022	Amangement of DPC for CAS promotion from Stage I to Stage - II for the department of Arabic and Philosophy	DPC held on 19/05/2022 and documents sent to DHE, Assam.
	Organization of a lecture programme on Constitutional obligation, Values, Rights & Duties	Organised on 27/05/2022. Resource Person: Prof. Jyotiraj Pathak, Principal North Kamrup College, Assam
	Conduction of an one week Administrative Training Programme on Digital office Management and Proper Documentation	Conducted one week programme for Non-Teaching Staff of the college in collaboration with Gurukul Computer Academy, Nalbari from 25/05/2022 to 31/05/2022
	Organization of an One day Workshop on Academic and Administrative Audit	Organized on 30/05/2022 Resource Person: Dr. Jogen cho Kalita Ex-Director, HR DC, G. U.



Date of Meeting	Resolutions of IQAC	Action Taken
10/05/2022	Conduction of a Debate Competition on "Social Media has a Negative Impact on New Generation"	The IQAC conducted the competition on 31/05/2022 among the students of the college



with regards  
 Dr. Utpal Kalita



Office of the IQAC  
Barkhedi College

Date: 20/06/2022

Place: IQAC ROOM

Day: Monday

Time: 2:30 P.M.

IQAC Meeting

Member Present

Signature

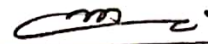
1. Nusrul Islam



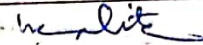
2. Jyotskha Das



3. Dr. Mokshed Ali



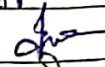
4. Dr. Utpal Kalita



5. Abdul Alim



6. Jnanendra Narayan Das Goswami →



7. Mukul Chandra Meethi (External Expert) -



: Agenda :

1. Regarding preparation of NAA C Assessment
2. New Admission Committee formation for the session 2022-2023.

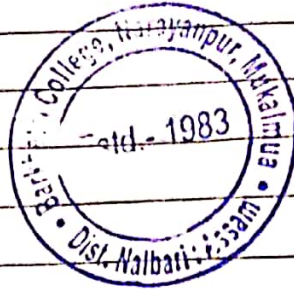
Today 20th June, 2022, a meeting of IQAC has been held at IQAC room in the presence of the above signed members. At the end of the meeting following resolutions has been undertaken.

: Resolutions :

1. It is resolved that both teaching and Non-teaching staff members of the College should actively take part in NAAE Assessment.
2. IQAC will form a new admission committee for the session 2022-2023 to smoothly -



Conduct the entire admission process.



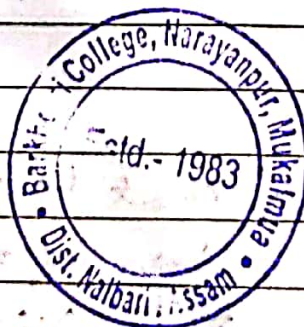
Dr. Utpal Kalita

Internal Quality Assurance Cell  
Barika College,  
Narayanpur, Mulkalma,  
Nalbari, Assam

## ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
20/06/2022	Both teaching and Non-Teaching staff members of the college should actively take part in NAAC Assessment	The activities related to NAAC assessment has been distributed among the staff and HOD of the Dept.
20/06/2022	New Admission Committee for the session 2022-2023 should be formed.	Admission Committee has formed.

Dr. Utpal Kalita



Co-ordinator  
Internal Quality Assurance Cell  
Barika College,  
Narayanpur, Mulkalma,  
Nalbari, Assam

Office of the IOAC  
Barkhebi College

Date: 03/08/2022

Time: 2:00 P.m


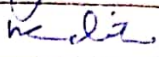
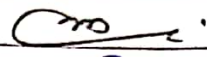


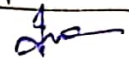


Venue: IOAC Room

Day: Wednesday

: IOAC Meeting :

Members Present in the Meeting

Signature

1. Dr. Bhaskar Kalita (Chairperson) — 
2. Dr. Utpal Kalita (Co-ordinator) — 
3. Dr. Mokshed Ali (Member) — 
4. Nurul Islam (Member) — 
5. Jyotshna Das (Member) — 
6. Jnanendra Narayan Dev (Boswanji) (Member) — 
7. Abdul Alim (Member) — 
8. Mukul Chandra Marthi (External Expert) — 

: Agenda :

1. Taking Seat of the newly appointed principal as a chairperson of College IOAC
2. Explain the Purpose of the Meeting
3. Regarding preparation of NAAC Assessment.
4. Others

The first meeting of newly appointed Principal Sir as a chairperson of IOAC was held on 03/08/2022 at 2:00 P.m. Respected Principal Sir (joined on 06 July, 2022) chaired the meeting and was attended by the above signed members. At the outset, IOAC Co-ordinator given thanks to Governing Body and Director of Higher Education, Assam for appointing Dr. Bhaskar Kalita Sir as a <sup>permanent</sup> principal of the college after a long gap of almost six years. Dr. Utpal Kalita, IOAC Co-ordinator welcomed the newly appointed Principal Sir as a chairperson

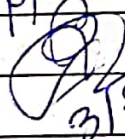


of IQAC, The members discussed at length all the items in the agenda and accepted the following decisions or resolutions unanimously.

Resolutions:

- ① It is resolved that newly appointed Principal Sir will take the charge <sup>as of</sup> Chairperson of Internal Quality Assurance Cell (IQAC)
- ② The house decided to send few members to visit Beltola College for collecting information regarding NAAE which has just accredited by NAAE Peer Team.
- ③ Instead of general meeting the executive meeting be held necessarily.

Approved

  
3/2/2022

Principal  
Barkhetri College  
Narayanpur, Mukaimua  
Date.....



Dr. Nitpal Kohita

Chairperson  
Internal Quality Assurance Cell  
Barkhetri College  
Narayanpur, Mukaimua,  
Dist. Nalbari, Assam

## ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
03/08/2022	The newly appointed permanent principal will take the charge of chairperson of IQAC	Principal Sir has taken the charge as a chairperson of IQAC.
03/08/2022	A few members should be sent to Beltola college (Guwahati city) for collecting information regarding NAAE which has just accredited by NAAC	IQAC Co-ordinators including three faculties were sent to Beltola college for collecting information regarding NAAE Assessment.
03/08/2022	Instead of general meeting the executive meeting be held necessarily.	will be conducted as per requirement.

Dr. Utpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetai College,  
Narayanpur, Mulkimua,  
Nalbari, Assam



Office of the IQAA  
Barkhetri College

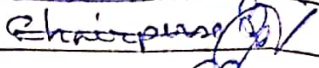


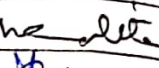

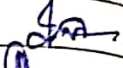


Date: 09/09/2022

Time: 2 P.M.

Venue: IQAA Room

Day: Friday.

IQAA Meeting

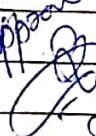
Member Present	Signature
Dr. Bhaskar Kalita (Chairperson)	
Musul Islam (Member)	
Dr. Mokshad Ali (Member)	
Dr. Utpal Kalita (Co-ordinator)	
Jyotshna Das (Member)	
Jnanendra Narayan Deva Goswami (Member)	
Abdul Alim (Member)	
Dr. Rubi Das (Assistant Co-ordinator)	

Agenda:

1. Discussion regarding preparation of NAAC
2. Discussion regarding the publication of News Letter.

Resolutions:

1. It is resolved that departmental along with the individual activities will be submitted to IQAA within 30 days, that is on or before 10th October, 2022
2. The name of information brochure which will be published by IQAA is fixed as "News letter".

Approved  


9/9/2022

Principal  
Barkhetri College  
Narayanpur, Mukaimua  
Tezpur, Assam

Dr. Utpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukaimua,  
Nalbari, Assam

## ACTION TAKEN REPORT

Date of Meeting	Resolution of IQAA	Action Taken
09/09/2022	Departmental along with individual activities will be submitted to IQAA on or before 20/12/2022	Departmental as well as individual activities have been submitted related to NAAC assessment
09/09/2022	The Name of College information brochure which will be published by IQAA is fixed as News Letter	The information brochure has been published in the name of 'News Letter'

Dr. Nitpal Kalita



Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetai College,  
Narayanpur, Mulkalmua,  
Nalbari, Assam



Office of the ICAO.  
Bankhetri College.

Date: 11/10/2022  
Time: 2:30 P.M.  
Venue: ICAO Room  
Day: Tuesday

### ICA Meeting

Member Present

Dr. Bhaskar Kalita - Principal & Chairman

Jyotsna Das - Member

Murad Islam - "

Abdul Alim - "

J. N. D. Goswami - "

Dr. Mokshad Ali - "

Dr. Utpal Kalita - Co-ordinator

Dr. Rubi Das - Asst. Co-ordinator

Kangkan Talukder - Asst. Co-ordinator

Mukul Chandra Medhi - External Expert

Agenda:

1. Regarding arrangement of DPC for CAS Promotion from stage I to Stage II for History and Geography department.
2. Regarding submission first criteria activities.
3. Distribution the categories of criteria - II

Resolutions:

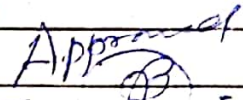
1. ICAO will arrange DPC for the departments of history and geography for CAS promotion very shortly.

2. The date of submission of Criteria I & II be fixed on or before 20th November, 2022.

3. The Criterion-II be divided among all the staff members including the following activities.

(A) Individual Profile (Self performance report.)

(B) Records of students performance and learning outcome.

Approval  


### ACTION TAKEN REPORT

Principal 2022

Barkhetri College  
Narayanpur, Mukalmua

Date of Meeting	Decision Taken	Action Taken
11/10/2022	Arrangement of DPC for CAS Promotion for History and Geography department	DPC has been held on 20/10/2022 and documents sent to DHE office.
11/10/2022	Submission of first criterion activities.	The notice of activities submission date has circulated.
11/10/2022	Criterion II categories distribution	Criterion activities have been divided among the HODs and employees

Dr. Utpal Kalit



Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Lumam, Assam



Office of the IBAE  
Barkhedi College

Date: 04/11/2023

Time: 2:00 P.M.

Venue: IBAE Room

Day: Friday

IBAe Meeting

Members present:

Dr. Bhaskar Kalita - Chairperson -

Kangkan Talukdar - Asst. Co-ordinator -

Dr. Utpal Kalita - Co-ordinator -

Dr. Rubi Das - Asst. Co-ordinator -

J. N. D. Goswami - Member -

Abdul Alim -

Murid Islam -

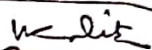
Dr. Mokshid Ali -

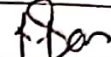
Jyotshna Das -

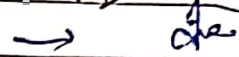
Mukul Chandra Medhi (External Expert) -

Signature



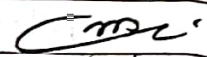
















Agenda

1. Regarding arrangement of DPC for CAS promotion from stage I to stage II for Political Science departments.

2. Discussion on the progress of different Cell

3. Others

Resolutions

1. The meeting resolved that IBAE will arrange DPC for the department of Political Science very shortly.

2. The next IBAE meeting for progress of the different Cells should be organised

with cell convenors,

Approved

Dr.

## ACTION TAKEN REPORT

4/11/2022  
Barkhetri College  
Narayanpur, Mukalmua

Date of Meeting	Decision Taken	Action Taken
04/11/2022	I & A e will arrange DPC for CAS promotion from stage I to stage II for Political Science Department	DPC was held on 21/11/2022
04/11/2022	I & A e will organise a meeting with cell convenors to know the progress of different cells.	The meeting will be conducted shortly.



Dr. Utpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam



Date: 12/12/2022

Time: 2:00 Pm.

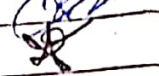

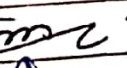



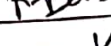
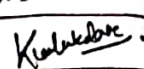
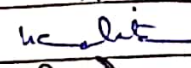

Venue: IQAC Room

Day: Monday

### IQAC Meeting

#### Members Present:

Signature

1. Dr. Bhaskar Kalite, Chairperson — 
2. Jyotsna Das — Member — 
3. Musul Islam — " — 
4. Dr. Mokshed Ali — " — 
5. Abdul Alim — " — 
6. J. N. D. Goswami — " — 
7. Dr. Rubi Das, Asst. Coordinator — 
8. Kangkan Talukder, Asst. Coordinator — 
9. Dr. Utpal Kalite, Coordinator — 
10. Mukul Chandra Medhi — (External Expert) — 

#### Agenda:

1. Regarding the arrangement of DPC for CAS Promotion for Hindi department as well as Librarian of the college.
2. Regarding reply of show cause to DHE Assn related to NAAC Assessment and Accreditation.
3. Others.

#### Resolutions

1. It is resolved that DPC for Hindi department and Librarian will be arranged shortly.
2. The house resolved that all the employees —

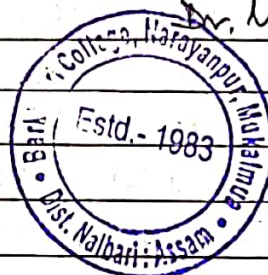
of the college should regularly attend in the college till 31st December, 2022 during winter vacation for NAAC related work.

3. The house resolved that IIRA will be submitted before 31/12/2022

Approved

12/11/2022

Municipal  
Bairhetri College  
Narayanpur, Mukalmua  
Date.....



Dr. Nilpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Bairhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam

### ACTION TAKEN REPORT

Date of Meeting	ACTION TAKEN	ACTION TAKEN
12/12/2022	DPC for Hindi department and Librarian will be organised in last week December	DPC, held on 23/12/2022
12/12/2022	All the employees of the college should be attended regularly in the college till 31/12/2022 during winter break for NAAC related work.	All the employees are informed to attend in the college regularly till 31st December 2022 during winter break for NAAC related work.
	The IIRA for NAAC Assessment will be submitted on or before 31st December, 2022	The IIRA for NAAC Assessment is under process and will be submitted within 31/12/2022