

Office of the I&AE  
Bakhetri College

Date: 04/01/2023

Time: 1:30 P.m.

Venue: I&AE Room

Day: Wednesday

I&AE Meeting

Members Present

Dr. Bhaskar Kalita - Chairperson -

Dr. Utpal Kalita - Co-ordinator -

Dr. Rubi Das - Asst. Co-ordinator -

Kangkan Das - Asst. Co-ordinator -

Jyotshna Das - Member -

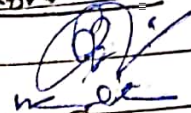
Nurul Islam - Member -

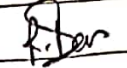
Abdul Alim - Member -

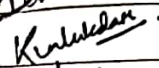
Dr. Mokshed Ali - Member -

J.N.D. Goswami - Member -

Signature



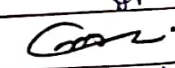














Agenda

1. Regarding DPC arrangement for CAS promotion for English and Assamese Department.

2. Regarding organization of Debate Competition on the occasion of National Voters Day.

Today the 4th January, 2023 a meeting of I&AE has been held at I&AE Room in the presence of above signed members. At the end of the meeting following resolutions has been undertaken.

Resolutions:


1. The house resolved that I&AE will arrange Departmental Promotions Committee for English and Assamese on 7th January and

10th January, 2023 respectively.

- It is resolved that IQAA will collaborate NSS Cell to arrange a debate Competition on the occasion of National Voters Day.

After taking this resolutions the chairperson gave thanks to all the members and closed the meeting.

Appointed

  
4/1/2023  
Principal  
Barkhetri College  
Narayanpur, Mukalmua



Dr. Nilpal Kalita  
Co-Ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukalmua,  
Nalbari, Assam

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	ACTION TAKEN
04/01/2023	DPE will be arranged for CAS Promotion for English and Assamese Deptt.	DPE (Departmental Promotion Committee) of English was held on 07/01/2023 and Assamese on 10/01/2023
04/01/2023	IQAA will collaborate NSS Cell to arrange the debate Competition on the occasion of National Voters Day	Debate Competition was arranged on 25th January, 2023 on the occasion of National Voters Day with NSS Cell of the college.

Dr. Nilpal Kalita

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



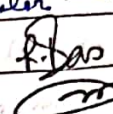
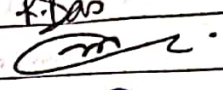






Office of the ICAAC  
Barkhedi College

Date: 10 February, 23  
Time: 2:15 P.m  
Venue: ICAAC Room  
Day: Friday

ICAAC Meeting

Members

	<u>Signature</u>
Dr. Bhaskar Kalita - Chairperson -	
Kangkan Talukdar - Asst. Co-ordinator -	
Dr. Rubi Das - Asst. Co-ordinator -	
Dr. Mokshad Ali - Member -	
Abdul Islam - Member -	(10)
Jnanendra Narayan Deva Goswami - Member -	
Jyotikha Das - Member	
Abdul Alim - Member	
Dr. Ali Akbar Hussain	
Dr. Utpal Kalita - Co-ordinator -	Kalit
Mukul Chandra Medhi - (External Expert)	

Agenda:

1. Regarding distribution of Departmental works for SSR,
2. Regarding Preparation and submission of ICAAC

Resolutions:

1. The meeting resolved that the departmental activity for the first criterion of SSR should be distributed among the departments and to submit these activities on or before 28th February, 2023 to ICAAC Co-ordinators.
2. It is resolved that ICAAC should be submitted to NAAC within this month.



Dr. Nitpal Kalita

Approved

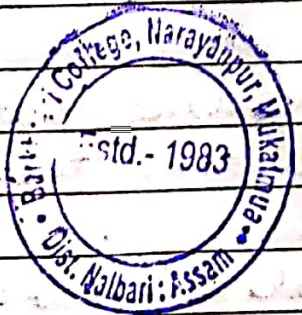
10/02/2023  
Principal  
Barkhetri College  
Narayanpur, Mukalmua  
Dist. Nalbari, Assam

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

COM TAKEN REPORT

Date of Meeting	Decision Taken	ACTION TAKEN
10/02/2023	First Criterion activities of SSR should be distributed among the Departments,	Distributed Among the faculty members and HODs and informed to submit the same to IQAC on or before 10 March, 2023,
10/02/2023	IQAC should be prepared and submitted to NAAE within this month,	IQAC has been prepared but due to not receiving the affiliation certificate from the Gauhati University was unable to submit it to NAAE during the current month

Dr. Nitpal Kalita



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

Date: 22-03-2023

Time: 2:00 P.M.

Venue: IQAC Room

Day: Wednesday

### IQAC Meeting:

#### Members Present:

#### Signature

Dr. Bhaskar Kalita - Chairperson -

Murul Islam - Member -

Jyotsna Das - Member -

Abdul Alim - Member -

Jhanendra Narayan Devi Goswami - Member -

Dr. Utpal Kalita - Co-ordinator -

Kanayan Talukdar - Asst. Co-ordinator -

Dr. Mokshed Ali - Member -

Dr. Ali Akbar Hussain -

Dr. Rubi Das - Asst. Co-ordinator -

Mukul Chandra Medhi - (External Expert) -

#### Agenda:

1. Regarding Submission of IQA
2. Others,

Today 22th March, 2023, an <sup>urgent</sup> 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 adopted.

#### Resolutions:

1. The house resolved that IQA should be submitted within this week.
2. ~~Others~~ The house selected Ashfakur Rahman, Assistant Professor, Department of Economics



as a convenor of Disciplinary Committee.

Approved

22/03/2023  
Principal  
Barkhetri College  
Narayanpur, Mukalmua  
Date.....

Dr. Nitpal Kalit

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

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
22-03-2023	II&A should be submitted within this week	II&A has been submitted successfully on 29th March, 2023.
22-03-2023	Convenor of Disciplinary Committee should be selected.	Ashfaqur Rahman has been selected & appointed as the convenor of Disciplinary Committee with immediate effect.

Dr. Nitpal Kalit



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

# Office of the IBAE

Barkhetri College

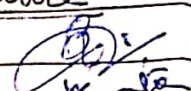

Date: 06/04/2023

Time: 2:30 p.m.

Venue: IBAE Room

Day: Thursday

## IBAe Meeting

<u>Name of Members</u>	<u>Signature</u>
1. Dr. Bhaskar Kalita - Chairman -	
2. Dr. Utpal Kalita - Co-ordinator -	
3. Dr. Rubi Das - Asst. Co-ordinator -	f. Das
4. Kangkan Talukdar - Asst. Co-ordinator -	Kangkan
5. Dr. Ali Akbar Hussain - External Expert -	
6. Mukul chandra Mohi -	
7. Nurul Islam - Member -	(10)
8. Jyotsna Das -	
9. Jnanendra Narayan Deva Goswami -	
10. Abdul Alim -	
11. Dr. Mokshad Ali -	

## : Agenda :

1. Regarding Internet Connection (BSNL Fibre) at IBAE Office
2. Regarding Students Satisfaction Survey Form upload in the college website

## Resolutions :

1. It is resolved that one new internet connection (BSNL FIBRE) should be granted to IBAE office.
2. It is resolved that Students Satisfaction Survey form will be -



uploaded in the college website.

Approved

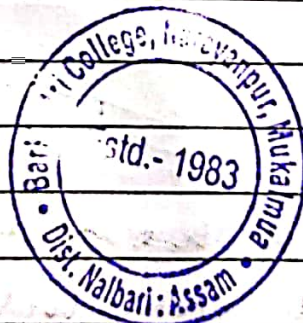
Principal  
Barkhetri College  
Narayanpur, Mukalmua  
Date: 06/04/2023

Dr. Utpal Kalita

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

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
06/04/2023	Internet connection (BSNL FIBRE) should be installed at IQAC office	One new fibre connection has installed at IQAC Room.
06/04/2023	SSS Form should be uploaded in the college website	It has been uploaded in the college website.



Dr. Utpal Kalita

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



Office of the IBAE  
Barkhetri College

Date: 20/05/2023

Time: 2:30 P.M.

Day: Saturday

Venue: IBAE Room

I@AE Meeting:

Members Present

Dr. Bhaskar Kalita - Chairperson -

Dr. Mokshed Ali - Member

Nurul Islam - Member

Jyotskha Das - "

Abdul Alim - "

J.N.D. Goswami - " →

Dr. Rubi Das - Asstt. Co-ordinator - R. Das

Kangkan Baidyal - Asstt. Co-ordinator - K. Baidyal

Dr. Utpal Kalita - Co-ordinator - U. Kalita

Signature



(No) 20/05/23



U. Kalita

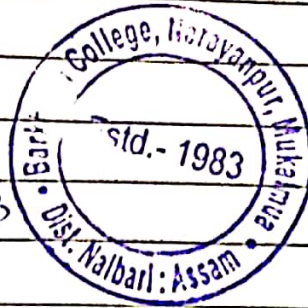
Agenda:

1. Regarding improvement of SSR work.
2. Discussion regarding farewell of Dr. Mamani Bhattacherjya

Resolutions:

1. It is resolved that a report regarding improvement of NAAE work should be submitted to the Governing Body of the College.
2. It is resolved that a date is to be fixed for giving farewell to Dr. Mamani Bhattacherjya, retired Asstt. Professor, Dept. of Assamese and ex-IBAe Co-ordinator.

Approved



Dr. Utpal Kalita

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

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

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
20/05/2023	A Report regarding improvement of NAAE work should be submitted to Governing Body of the College.	Report has been submitted to Governing Body on 25/05/2023
20/05/2023	Forewell date of Dr. Mamoni Bhutta charyya should be fixed shortly.	The date was fixed on 13/06/2023 for forewell programme.

Dr. Utpal Kalita

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




IBAAC Meeting

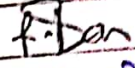
Members Present

Signatures

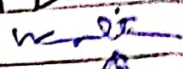
Dr. Bhaskar Kalita - Chairman -

  
Kalita

Kangkan Talukdar - Asst. Co-ordinator -



Dr. Rubi Das - " " -

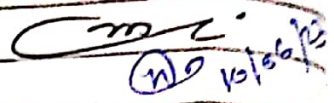


Dr. Utpal Kalita - Co-ordinator -



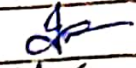
Abdul Ahim - Member -

Dr. Mokshad Ali - " -

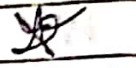
  
10/06/23

Muham Islam - " -

J. N. D. Goswami - " -



Jyotsna Das - " -



~~Dr.~~

Agenda:

1. Regarding preparation of faculty members list for displaying in the department.
2. Regarding celebration of International Yoga Day.
3. Regarding department PPT. presentation before the Experts of Academic and Administrative Audit Team (AAA)

Resolutions:

1. The meeting resolved that each HOD of the department should submit the name of faculty members for displaying in the

department on or before 20/06/2023

2. It is resolved that the International Yoga Day of this year (9th Celebration) should be celebrated on 21st June, 2023 jointly by IQAA and NSS Cell of the college.

3. It is resolved that concerned departmental HOD should present their departmental P.P.T. regarding Academic and Administrative Audit before expert team.

Approved

10/06/2023  
Principal  
Barkheti College  
Narayapur, Mukaimua  
Date.....

Dr. Utpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Barkheti College,  
Narayapur, Mukaimua,  
Nalbari, Assam

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
10/06/2023	Each Head should submit the name of faculty members to IQAA for display at department.	The HODs are informed for submission the name of faculty members.
10/06/2023	International Yoga Day (9th) should be celebrated jointly with NSS cell.	Celebrated jointly on 21st June 2023.
10/06/2023	Departmental HODs should present their departmental P.P.T. before AAA Team.	All the HODs has presented departmental P.P.T. before AAA Team on 26 June, 2023.



Dr. Utpal Kalita

Co-Ordinator  
Internal Quality Assurance Cell  
Barkheti College,  
Narayapur, Mukaimua,  
Nalbari, Assam



Office of the IAAE  
Barkhedi College



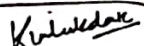


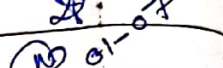
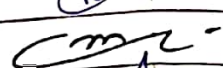
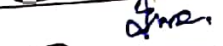


Date: 01/07/2023

Time: 2:15 P.M.

Venue: IAAE Room

Day: Saturday

IAAE Meeting

<u>Members Present</u>	<u>Signature</u>
Dr. Bhaskar Kalita - chairperson/Principal -	
Dr. Utpal Kalita - CO-ordinator -	
Kangkan Talukdar - Asstt. Co-ordinator -	
Abdul Alim - Member -	
Jyotskha Das - " -	
Nurul Islam - " -	
Dr. Mokshad Ali - " -	
J. N. D. Goswami - " -	
Dr. Rubi Das - Asstt. Co-ordinator -	
Dr. Mukul Chandra Medhi - (External Expert) -	

Agenda:

1. Regarding the final preparation (SSR submission) of NAAC work.
2. Regarding celebration/observation in the college campus.

Resolutions:

1. It is resolved that the staff should be informed to attend in the college upto 12th July, 2023 during summer vacation for NAAC related works (SSR submission) and New Admission for the session 2023-2024.
2. It is resolved that any celebration or programme of the college should be in collaboration with IAAE of the college.

Approved  
07/07/2023

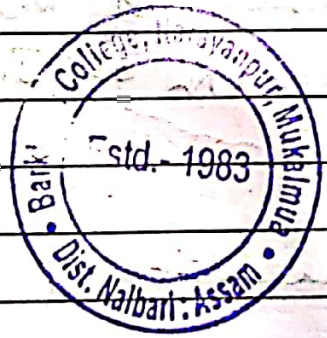
Principal  
Barkhetri College  
Narayanpur, Mukalmua

Dr. Nitpal Kalita

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

ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
01/07/2023	All the staffs (Teaching and Non-Teaching) should be informed that to attend in the college upto 12th July, 2023 during Summer Vacation for NABE work and new Admission.	Both Teaching and Non-Teaching staffs are informed through notice.
01/07/2023	Any celebration or programme of the college should be in collaboration with B&A	Efforts is given to implement this resolution.



Dr. Nitpal Kalita

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



Office of the IAAE  
Balkhatri College

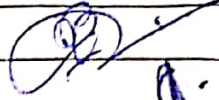




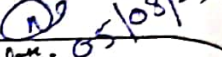


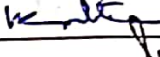

Date: 05/08/2023

Time: 3:00 P.M.

Day: Saturday

Venue: IAAE Room

IAAE Meeting:

<u>Members</u>	<u>Signature</u>
1. Dr. Bhaskar Kalita - chairperson -	
2. Abdul Alim - Member -	
3. Jnanendra Narayan Devi Goswami - Member -	
4. Jyothna Das - Member -	
5. Dr. Mokhad Ali - Member -	
6. Nurul Islam - Member -	
7. Kangkan Talukder - Member -	
8. Dr. Rubi Das - Asst. Co-ordinator -	
9. Dr. Utpal Kalita - Co-ordinator -	
10. Mukul Chandra Madhi - External Expert -	

Agenda of the Meeting:

1. Regarding celebration of 'Mera Masti Mera Desh' on the occasion of Independence Day, 15th August, 2023
2. Regarding Publication of ISBN Book.

Resolutions:

1. It is resolved IAAE in collaboration with NSS Cell will jointly celebrate 'Mera Masti Mera Desh' on 15th August, 2023.
2. It is resolved that IAAE will publish an ISBN Book shortly. The publication

Committee will as such

Advisor : Dr. Bhaskar Kalita (Principal  
Chairperson, I&AE)

Editors : Dr. Utpal Kalita, Co-ordinator, I&AE  
Dr. Mokshed Ali, Member, I&AE

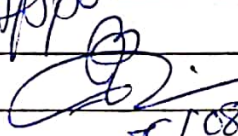
Members : Jyotshna Das, Member, I&AE

Abdul Alim, Member, I&AE

Nurul Islam, Member, I&AE

Jnanendra Nayan Deva Goswami, Member, I&AE

3. The Editorial Board or Publication Committee will select the name of the proposed book shortly and circulate the message for paper, article collection from the faculty, faculty of the other colleges and other institutions. The book will be multi-disciplinary in nature. It must be mentioned that here that the entire cost of the publication of the proposed book will be borne by the paper or article contributors and not by the I&AE of the college.

Approved  
  
05/08/2023  
Principal  
Barkhetri College  
Narayanpur, Mukaimua  
Date.....



Dr. Utpal Kalita

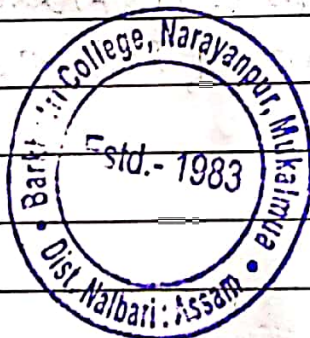
Co-ordinator  
Internal Quality Assurance Cell  
Barkhetri College,  
Narayanpur, Mukaimua,  
Nalbari, Assam



## ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
05/08/2023	Mera Manti Mera Desh should be celebrated jointly with NSS cell	It was celebrated successfully on 15th August, 2023
05/08/2023	ISBN Book will be published by the college shortly.	The process of circulation of paper collection is going on and the editorial Board has applied for ISBN Number
05/08/2023	Editorial Board will select the name of the book shortly.	The name of ISBN Book has been selected as 'Rainbow' by the Editorial Board.

Dr. Alpesh Kalit



Internal Quality Assurance Cell  
Barpeta College  
Narayanpur, Mulkajuria,  
Nalbari, Assam

Date: 16/09/2023


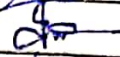

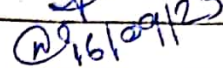

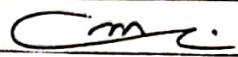
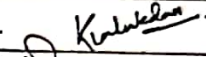
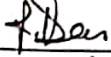
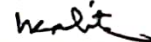
Time: 1:30 P.M.

Day: Saturday

Venue: IAAE Room.

### : IAAE Meeting :

#### Members Present:

	<u>Signature</u>
1. Dr. Bhaskar Kalita - Chairperson -	
2. Jharendra Narayan Deva Goswami, Member -	
3. Jyotshna Das - Member -	
4. Nurul Islam "	
5. Abdul Alim "	
6. Dr. Mokshad Ali "	
7. Kangkan Talukdar, Asstt. Co-ordinator -	
8. Dr. Rubi Das, Asstt. Co-ordinator -	
9. Dr. Utpal Kalita, Co-ordinator -	

#### : Agenda :

1. Discussion regarding the activities of each Deptts. and Cells related to NAAE Assessment
2. Discussion regarding logistic fees submission and Propose date of invitation of NAAE peer Team.

#### : Resolutions :

1. It is resolved that all the departmental and cell activities will be completed within the short period of time.
2. It is resolved that Logistic fees for peer team visit should be paid by the first week of October, 2023 and invitation of NAAE Peer Team would be within November-December, 2023.



Approved

16/09/2023  
Principal  
Barkhedi College  
Narayanpur, Mukalmua,  
Dist. Nalbari, Assam

Dr. Utpal Kalita

Internal Quality Assurance Cell  
Barkhedi College,  
Narayanpur, Mukalmua,  
Dist. Nalbari, Assam

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
16/09/2023	All the departmental and Cell activities will be completed within short period of time.	Departmental and Cells activities list has been given to HOD of each department and conveners of each cells.
16/09/2023	Logistic fees for peer team visit should be paid by the first week of October, 2023 and invite peer team within November-December, 2023	Logistic fees successfully paid to NAAC on 05th October 2023 and peer team would be invited within November-December, 2023.



Dr. Utpal Kalita

Internal Quality Assurance Cell  
Barkhedi College,  
Narayanpur, Mukalmua,  
Dist. Nalbari, Assam

Office of the IQAE  
Barkheba College


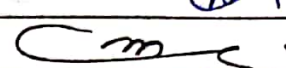
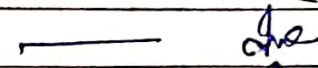

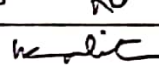



Date: 17/10/2023

Time: 2:00 P.M

Day: Tuesday

Venue: E-Cell Room

' IQAE Meeting '

<u>Members Present</u>	<u>Signature</u>
1. Dr. Bhaskar Kalita - Chairperson	
2. Nourul Islam - Member	17/10/23
3. Dr. Mokshed Ali - "	
4. J. N. D. Goswami - "	
5. Abdul Alim - "	
6. Rangam Talukdar - Asstt. Co-ordinator - <del>Kulanda</del>	
7. Dr. Utpal Kalita - Co-ordinator	
8. Jyotsna Das - Member	
9. Dr. Rubi Das - "	
10. Mukul Chandra Medhi - External Expert	

' Agenda '

1. Discussion regarding final preparation of NAAE Assessment
2. Others

' Resolutions '

1. It is resolved that departmental PPT, presentation of Science departments will be on 10 November, 2023. And the Arts depths will be on 11th November, 2023.
2. The in-charge of placement cell will be given to Dr. Mokshed Ali, HOD, Dept. of Mathematics.



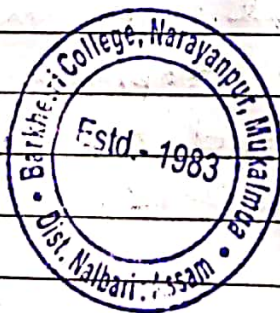
Approved

17/10/2023  
Principal  
Barkhetri College  
Narayanpur, Mukalmura  
Assam

Dr. Nepal Kalit

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
17/10/2023	PPT. presentation of Science stream should be on 10th November and Arts stream on 11th November 2023, respectively.	The PPT. presentation has been successfully done on due dates.
17/10/2023	Dr. Mokshed Ali has been assigned the duty of in-charge of placement cell.	The in-charge of placement cell has been given to Dr. Mokshed Ali, HOD, Mathematics Department.



Dr. Nepal Kalit

Internal Quality  
Barkhetri  
Narayanpur  
Nalbari

Office of the ICAE  
Barkhedi College




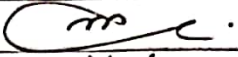


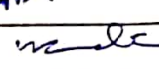
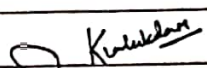

Date: 18/11/2023

Day: Saturday

Time: 2:00 P.m.

Venue: Conference Hall

ICAe Meeting

Members	Signature
1. Dr. Bhaskar Kalita - Chairperson -	
2. Abdul Alim - Member -	
3. Nurul Islam "	 @ 18/11/2023
4. Dr. Mokshad Ali "	
5. Tyotshree Das "	
6. J. N. D. Goswami "	
7. Dr. Utpal Kalita Co-ordinator -	
8. Ranjkan Talukdar - Asst. Co-ordinator -	 K. Talukdar
9. N. Rubi Das - Asst. Co-ordinator -	

Agenda:

1. Discussion regarding Alumni Association meeting and Public meeting.
2. Others.

Resolutions:

1. It is resolved that Alumni Association meeting will be held very shortly.
2. It is resolved that a public meeting would be organised by the ICAE in the last week of November, 2023.



Approved

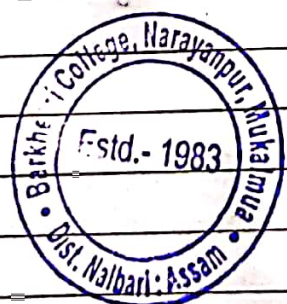
18/11/2023  
Principal  
Barkhetri College  
Narayanpur, Mulkalmua  
Date.....

Dr. Utpal Kalita

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

### ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
18/11/2023	Alumni Association meeting should be held very shortly.	Alumni meeting held successfully on 25/11/2023
18/11/2023	A public meeting should be organised by the IQAC in the last week November.	The Public meeting was successfully organised by the IQAC on 29/11/2023 in view of the NAAE Peer Team visit



Dr. Utpal Kalita

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