

Office of the IQAC  
Meeting of IQAC



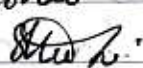

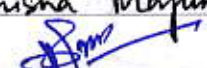
Date: 01/05/2017

Place: Principals room

Day: Thursday.

Name of the Members

Signature

- |                     |   |   |
|---------------------|---|---|
| 1. Ashit Kr. Paul   |  |  |
| 2. Satyabati Medhi  |   |  |
| 3. Dilip Das        |   |   |
| 4. Jitendra Deka    |   |  |
| 5. Mukut Pathak     |   |   |
| 6. Manisha Mazumdar |   | Manisha Mazumdar  |
| 7. Shahidul Islam   |   |  |
| 8. Jaya Medhi       |   | Jaya Medhi  |
| 9.                  |   |   |

Agenda

1. Acceptance of the chair by the president
2. Purpose of the Meeting.
3. presentation of resolution of previous meeting.
4. Discussion on formation of necessary cell for smooth functioning of IQAC
5. Feedback discussion of stakeholders.
6. Others.

Today the 1<sup>st</sup> June 2017 Thursday a meeting of IQAC had been held at principals room at 12.30 pm in the presence of the above signed members of the IQAC.

The main purpose of the meeting is regarding the formation of various cells in the college for smooth functioning of the IQAC and college as a whole.

After a fruitful discussion, the house has taken the following resolutions.

① It is resolved that the necessary cells like Women cell, research cell, publication cell, planning committee and some other important cells have to be formed shortly.

② It is resolved to organise a staff meeting to form the cells shortly and responsibility has handed to Co-ordinator IQAC.

After taking this resolution president give thanks to all the members and closed the meeting.



With Regards  
Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

## ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
01/05/2017	Formation of- Necessary cells	Cells have been formed
01/05/2017	staff meeting organisation and cells formation	Cells have been formed as per discussion in the staff meeting



Sadyabati Meeli

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IGAC

Date: 7/06/2017





Place: IGAC Room

Day: Wednesday

Time: 2.00 pm.

## Name of the Members

## Signature

- |                     |                |  |
|---------------------|----------------|--|
| 1. Ashit Kr. Paul   | President      |                       |
| 2. Satyabati Medhi  | (Co-ordinator) |                       |
| 3. Dilip Das        | Members        |  |
| 4. Sitendra Deka    |                |                       |
| 5. Mukut Pathak     |                |  |
| 6. Manisha Mazumdar |                | Manisha Mazumdar<br> |
| 7. Shahidul Islam   |                |  |
| 8. Jaya Medhi       |                | Jaya Medhi   |
| 9.                  |                |  |

## Agenda

1. Acceptance of the Chair by the President
2. Purpose of the meeting.
3. Presentation of resolutions of previous meeting.
4. Discussion about the Development of the IGAC room.
5. Discussion regarding conduct of cell-oriented workshop.
6. Others.

Today the 7<sup>th</sup> June 2017, Wednesday a meeting of IGAC had been held at IGAC room at 2.00 pm. in the presence of the above signed members of the IGAC.

room by the fund granted by UGC for developing the functions of IQAC. A discussion regarding the conduct of cell-oriented workshop has also been held in the meeting.

Accordingly following resolutions has been undertaken

### Resolutions

- ① It is resolved that one Honda generator and xerox machine has to be purchased from this fund.
- ② It is resolved that the principal sir would provide Desktop and printer for IQAC.
- ③ It is resolved that a cell-oriented workshop would be conducted very shortly.
- ④ It is resolved that principal will handed money to the co-ordinator for conducting the workshop as she needed.

After taking this resolutions, giving thanks to all the president had closed the meeting.

With regards  
Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



## ACTION TAKEN REPORT

Date of the Meeting	Decision Taken	Action Taken
07/06/2017	One Honda and 1 Zerox machine would be purchased	One Zerox Machine has purchased by Principal Sir
07/06/2017	Principal Sir would provide desktop and Printers to IQAC	Principal Sir provided a Desktop set to IQAC
07/06/2017	conducting of a cell-oriented workshop by IQAC.	IQAC has conducted a one day cell oriented workshop for the functioning of cells of IQAC



Sushyabati Medhi

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IQAC

Date: 02/11/2017

Place: IQAC Room

Day: Thursday

Time: 1:00 pm.

<u>Name of the members</u>	<u>Signature</u>
1. Ashit Kr. Paul	
2. Satyabati Medhi (Co-ordinator)	
3. Dilip Das	
4. Sitendra Deka	
5. Mukut Pathak	
6. Manisha Mazumdar	
7. Shahidul Islam	
8. Jaya Medhi	Jaya Medhi
9.	

## Agenda

- ① Acceptance of the chair by the president.
- ② Purpose of the meeting.
- ③ Presentation of resolution of previous meeting.
- ④ Discussion regarding publication of the news letters.
- ⑤ Others.

Today the 2<sup>nd</sup> Nov. 2017, Thursday a meeting of IQAC has been held at IQAC room in the presence of above signed members of IQAC. As the resolutions taken in the previous meeting has implemented the main purpose of

publishing a news letter by IQAC.

### Resolutions

① It is resolved that Annual News letter would be published from the session 2016-17 and 2017-18.

② The editorial board of the newsletter for the first issue will be --

Editor: Satyabati Medhi

Members: Sitendra Deka

Dilip Das

Md. Shahidul Islam

Mukut Pathak

Manisha Mazumdar

At the end the president request the fellows to co-operate in every aspects of the college and closed the meeting.



Regards  
Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



# ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
02/11/2017	Annual News letter would be published	The preparation of News letter is going on
02/11/2017	The Editorial board formation of News letter	The Editorial board for News letter has been formed and the appointment letter also issued by the Principal sir



Satyabati Medhi

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IQAC

Date: 25/04/2018

Place: IQAC Room

Days: Wednesday

Time: 2:00 pm

Name of Members

Signature

1. Ashit Kr. Paul

2. Sahyabati Medhi (Co-ordinator)

3. Dilip Das

4. Jitendra Deka

5. Mukut Pathak

6. Manisha Mazumdar

Manisha Mazumdar

7. Shahidul Islam

8. Jaya Medhi

Jaya Medhi

9.

## Agenda

① Acceptance of Chairpersons seat.

② Purpose of the meeting.

③ Regarding inauguration of the newsletter.

④ Others.

Today the 25<sup>th</sup> of April 2018, <sup>of IQAC</sup> Wednesday a meeting has been held to fix a date to inaugurate the first issue of news letter on 27<sup>th</sup> April 2018.

After fixing the date, giving thanks to all the president closed the meeting.

Regards

Sahyabati Medhi

Co-ordinator, IQAC

B.C. Medhi College, Ramdia



# Meeting of IQAC

Date: 1/6/2018 Friday

Time: 12:00 noon

Signature of the members

Signature

1. Ashit Kr. Paul



2. Sabyabati Medhi (Co-ordinator)



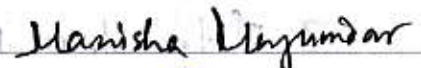
3. Dilep Das

4. Jitendra Deka



5. Mukut Pathak

6. Manisha Mazumdar



7. Shahidul Islam



## Agenda

1. Discussion regarding plantation programme in collaboration with TCS group.

Today the 1<sup>st</sup> of June 2018, a meeting of IQAC had been organised with a view to conduct a plantation programme by IQAC in collaboration with Tala Consultancy Services (Ghly). The co-ordinator said that the TCS group will come to conduct the programme on 2<sup>nd</sup> June 2018, as a celebration of World Environment Day.

Accordingly it is resolved to organise the programme on 2<sup>nd</sup> June by IQAC.

## ACTION TAKEN REPORT

Date	Decision Taken	Action Taken
1/6/2018	Plantation Programme in collaboration with TCS group	The IQAC has communicated TCS group for a plantation programme.

Regards.

Sabyabati Medhi

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of LGAC

Date: 12-10-18

Place: LGAC Room

Day: Friday

Time: 12:30 pm.

## Name of the Members

Signature

1. Ashit K. Paul

2. Satyabati Medhi (Co-ordinator)

3. Jitendra Deka

4. Jaya Medhi

5. Shahidul Islam

6. Manisha Majumdar

7. Abu Laise Ahmed

8.

9.



Jaya Medhi



Manisha Majumdar

## Agenda

(i) Discussion Regarding sending a proposal for National Seminar to INTACH.

(ii) Regarding feedback analysis.

Today the 12<sup>th</sup> of October 2018, a meeting of LGAC has held in the presence of the above signed members of LGAC with the agenda regarding sending a proposal for National Seminar to INTACH. All the members have contribute their ideas and the following resolutions has been undertaken.

## Resolutions

(i) It is resolved that a proposal for national seminar has to be prepared for sending to INTACH.

(ii) It is resolved that on the basis of the feedback collection from the stakeholders the necessary step will be taken for further improvement.

Regards  
Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



## ACTION TAKEN REPORT

Date of the Meeting	Decision Taken	Action Taken
12/10/2018	Sending a proposal for Nation Seminar	Proposal for National Seminar has been sent to INTACH and discussed a meeting for formation of committee
12/10/2018	Feed back Analysis	The feed back of the stakeholders has been analysed and sent to Principal sir and also GB for necessary step.



Sachyabati Medhi

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of LGAC

Date: 12-10-18

Place: LGAC Room

Day: Friday

Time: 12:30 pm.

## Name of the Members

Signature

1. Ashit K. Paul

2. Satyabati Medhi (Co-ordinator)

3. Jitendra Deka

4. Jaya Medhi

5. Shahidul Islam

6. Manisha Majumdar

7. Abu Laise Ahmed

8.

9.



Jaya Medhi



Manisha Majumdar

## Agenda

(i) Discussion Regarding sending a proposal for National Seminar to INTACH.

(ii) Regarding feedback analysis.

Today the 12<sup>th</sup> of October 2018, a meeting of LGAC has held in the presence of the above signed members of LGAC with the agenda regarding sending a proposal for National Seminar to INTACH. All the members have contribute their ideas and the following resolutions has been undertaken.

## Resolutions

(i) It is resolved that a proposal for national seminar has to be prepared for sending to INTACH.

(ii) It is resolved that on the basis of the feedback collection from the stakeholders the necessary step will be taken for further improvement.

Regards  
Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia





## ACTION TAKEN REPORT

Date of the Meeting	Decision Taken	Action Taken
12/10/2018	Sending a proposal for Nation Seminar	Proposal for National Seminar has been sent to INTACH and discussed a meeting for formation of committee
12/10/2018	Feed back Analysis	The feed back of the stakeholders has been analysed and sent to Principal sir and also GB for necessary step.



Sachyabati Medhi

Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of LGAC



Date: 02/05/2019

Place: LGAC Room

Time: 12 Noon

Day: Thursday

## Name of the members

## Signature

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Ashit Kr. Paul                     |                  |
| 2. Dr. Sahyabati Medhi (co-ordinator) |                  |
| 3. Jitendra Deka                      |                  |
| 4. Manisha Majumdar                   | Manisha Majumdar |
| 5. Shahidul Islam                     |                  |
| 6. Jaya Medhi                         | Jaya Medhi       |
| 7. Abu Laise Ahmed                    | Abu Lais Ahmed   |
| 8.                                    |                  |
| 9.                                    |                  |

## Agenda

- 1) Discussion regarding formation of DPC
- 2) Regarding formation of required cells of LGAC.

Today the second of May 2019 (Thursday) a meeting of the LGAC had been held in college premises at 12 noon with the presence of the above signed members. The purpose of the meeting is to discuss regarding the formation of DPC in the respective departments where the Assistant professor stage-1, became eligible for the

Accordingly following resolutions have been undertaken in the meeting.

① It has been resolved that the co-ordinator of IQAC has been given responsibility to perform all the procedures regarding the formation of DPC in the departments of Assamese, English, Pol. Science, Education and Economics within a very short period.

② It is resolved to form the remaining cell.

Regards  
Dr. Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



Dr. Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

## ACTION TAKEN REPORT

<u>Date of the meeting</u>	<u>Decision Taken</u>	<u>Action Taken</u>
02/05/2019	Formation of DPC for CAS Promotion	The experts of different departments have been selected.
02/05/2019	Formation of Necessary Cells	Extension and Career Counselling & Guidance Cell has been formed.



Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IQAC

Date: 02/07/2019

place: Principals room

Day: Wednesday

## Name of the Members

## Signature

1. Dr. Ashit Kr. Paul



2. Dr. Satyabati Medhi (Co-ordinator)



3. Jitendra Deka



4. Shahidul Islam



5. Manisha Majumdar

Manisha Majumdar

6. Jaya Medhi

Jaya Medhi

7. Abu Lais Ahmed

Abu Lais Ahmed

8.

## Agenda

① Discussion regarding conduct of an workshop on 'CBCS Course'

② Discussion on feedback analysis of the stakeholders.

③ Others.

Today the 2nd of July 2019 a meeting of the IQAC had been held in the IQAC room in the presence of the above signed members. The purpose of the meeting is to organise and workshop on the topic - 'CBCS Course' and also

At the end of the meeting, following resolutions have been undertaken.

## Resolutions

① It has been resolved that an workshop on CBCS course have to be organised before the starting of the new session. Accordingly date had fixed on 18<sup>th</sup> of July 2019.

② It is resolved that the workshop would be organised in Association with IGAC and AAC of the college.

③ It is resolved that Dr. Satyabati Medhi and Sitendra Deba would be the joint convenor of the workshop.

④ It is resolved to perform all the deeds regarding co-operation with resource person for the workshop had been handed to the convenor of IGAC.

⑤ It is resolved that responsibility of Brochure printing is handed to Sitendra Deba.

⑥ It is resolved that Jaya Medhi would manage the projector.

⑦ It is resolved that Principal i/c Sir would manage the lunch for the day.

Resolved that  
⑧ Necessary action should be taken on the basis of feedback analysis for further improvement

Giving thanks to all the  
chairperson closed the meeting.

Regards.

Dr. Sahyabati Meelhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



# ACTION TAKEN REPORT

Date of the meeting	Decision Taken	Action Taken
02/07/2019	Conduction of a one day workshop CBCS course.	The committee has been formed
02/07/2019	Selection of the resource person for the workshop	Resource person has been selected to Dr. Drinrajit Choudhury Sr. Controller, Gov. and communicated to another for selection - finally workshop has been conducted by ICPC



Sathyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia






# Meeting of IQAC

Date: 30/9/2019

Day: Monday

Time: 2:00 pm

<u>Name of the Members</u>	<u>Signatures</u>
1. Ashit Kr. Paul	
2. Satyabati Medhi (Co-ordinator)	
3. Jitendra Deka	Jitendra
4. Shahidul Islam	
5. Manisha Mazumdar	Manisha Hajumdar
6. Jaya Medhi	Jaya Medhi
7. Abu Lais Ahmed	Abu Lais Ahmed
8.	

## Agenda

- ① Regarding book donation programme
- ② Regarding Swachha Bharat Mission.

Today the 30<sup>th</sup> September 2019 a meeting of IQAC has been held at 2:00 pm for discussing the above agenda. After discussion the following resolutions have been undertaken.

① It is resolved to conduct the following two programme on 2<sup>nd</sup> October 2019 as a celebration of Gandhi Jayanti

- ① Swachha Bharat Mission
- ② Book donation programme in the college library.



Regards.  
Satyabati Medhi  
Co-ordinator, IQAC  
Chandra Medhi College, Ramdia

Meeting to peritoom

# ACTION TAKEN REPORT

Date of the meeting	Decision Taken	Action Taken
30/09/2019	Book Donation & Programme conduction.	The Programme of Book Donation to Library has been conducted
30/09/2019	Swachh Bharat Mission - Abhyaan	The IQAC conducted Swachh Bharat Mission Abhyaan



Satyabati Medhi  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IQAC

Date: 10/6/2020

Today the 10<sup>th</sup> June 2020 within the midst of Lock down an online meeting of IQAC has been held with a view to conduct a one day long webinar by the department of Library in initiation with IQAC.

It is resolved to organise an webinar on 27<sup>th</sup> June 2020 by the Library and Jaya Medhi is the convener of the webinar.  
Topic: "Use of Online Resources"

Regards  
Satyabati Medhi  
for, Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



# ACTION TAKEN REPORT

<u>Date of the Meeting</u>	<u>Decision Taken</u>	<u>Action Taken</u>
10/06/2020	<p>organisation of a one day webinars and it would be in collaboration with Library Association and Central Library of the college.</p>	<p>The webinar has been conducted successfully on 27/06/20 in online mood through Google Meet</p>



Dr. Satyabati Medhi  
 Co-ordinator, IQAC  
 B.C. Medhi College, Ramdia

# Meeting of IQAC

Date: 16/12/20

Day: Wednesday

Time: 12:30

Name of the Members

Signature

1. Ashif Kr. Paul



2. Satjabati Medhi (joint co-ordinator, IQAC)



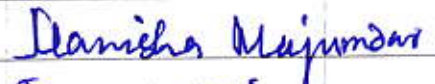
3. Jitendra Deka



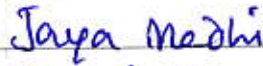
4. Shahidul Islam



5. Manisha Majumdar



6. Jaya Medhi



7. Abu Lais Ahmed



8.

## Agenda

① Discussion regarding organisation of an awareness programme by IQAC.

Today the 16<sup>th</sup> december 2020 a meeting of IQAC has been held for discussion on above topic. As the Covid-19 pandemic have affected the human being with a deadly affect, so it is very necessary to ~~ma~~ arrange an awareness programme on Covid with a view to save them from the pandemic. Accordingly, it is resolved to organise the programme on 18<sup>th</sup> dec. 2020, Friday.



Regards.

Dr. Satjabati Medhi

for, Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Action Taken Report

Date of the Meeting	Decision Taken	Action Taken
16/12/2020	Organisation of An Awareness Programme on Covid-19.	The IQAC conducted an Awareness Program on Covid-19 on 18/12/2020 in the neighbour Areas.



Dr. Satyabati Medhi  
 Co-ordinator, IQAC  
 B.C. Medhi College, Ramdia

# Meeting of IGAC

Date: 4/1/2021

Day: Monday

Time: 12:30

Name of the Members

Signatures

1. Dr. Ashit Kr. Paul

2. Dr. Satyabati Medhi (Joint Co-ordinator, IGAC)

3. Shahidul Islam

4. Jitendra Deka

5. Shahidul Islam

6. Manisha Mazumdar

Manisha Mazumdar

7. Jaya Medhi

Jaya Medhi

8.

Agenda: Regarding Publication of ISBN Book.

Today the 4<sup>th</sup> January 2021 a meeting of IGAC has been held at 12:30 pm with a view to publish a Research based ISBN Book in this year. The meeting handed the responsibility to the department of Economics to publish an ISBN peer-reviewed book in the year 2021.

## Resolution

① It is resolved that an ISBN Peer-reviewed BOOK be published by Economics Department

② Editorial board be formed by the department itself.

③ IGAC will adopt a village, Belkar No-1 very shortly with an open public meeting.

Regards.

Dr. Satyabati Medhi



## ACTION TAKEN REPORT

Date of the Meeting	Decision Taken	Action Taken
4/1/2024	Publication of Peer review book by Economics Deptt in initiative of IQAC	The book has been published.
4/1/2024	Adoption of a village, Balkhar No-I	The IQAC adopted a village, Balkhar No-1 very late on 25th September 2024



Dr. Satyabati Medhi

for, Co-ordinator, IQAC  
B.C. Medhi College, Ramdia



# Meeting of IQAC

Date: 22/11/2021

Day: Monday

Time: 1:30

Name of the Members

Signatures

1. Pratikshat Kr. Paul

2. Dr. Satyabati Medhi (joint co-ordinator, IQAC)

3. Jitendra Deka

4. Shahidul Islam

5. Manisha Majumdar

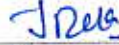
6. Jaya Medhi

7. Abu Lais Ahmed

8.









Manisha Majumdar

Jaya Medhi

Abu Lais Ahmed

## Agenda

- ① Discussion regarding a free health camp in the college.

Today the 22<sup>nd</sup> Nov. 2021, a meeting of IQAC has been held at college premises with a view to conduct a free health camp in collaboration with Gate Hospital and other agencies as a celebration of Assam Divash. The house decided to celebrate the Day on 24<sup>th</sup> Nov. 2021



Regards.  
Dr. Satyabati Medhi  
for, Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# ACTION TAKEN REPORT

Date of the meeting	Decision Taken	Action Taken
22/11/2021	Organisation of a free Health Check-up Camp in the college.	A free Health Check-up camp has been conducted by IQAC in collaboration with Gate Hospital Guwahati on 26/12/2021



Dr. Satyabati Medhi

for Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

# Meeting of IGAC

Date: 8/1/2022

Day: Saturday

Time: 12:00 noon

## Signature of the Members

1. Dr. Ashit K. Paul (Principal/IC)

2. Dr. Satyabati Medhi (Joint co-ordinator)

3. Jitendra Deka

4. Jaya Medhi

5. Shahidul Islam

6. Manish Majumdar

7. Abu Lais Ahmed

## Signature

Dr. Ashit K. Paul

Dr. Satyabati Medhi

Jitendra Deka

Jaya Medhi

Shahidul Islam

Manish Majumdar

Abu Lais Ahmed

Agenda: Regarding publication of the vol-11 of Abhayan.

(2) Visiting the adopted village for Socio-Economic Survey

Today a meeting of IGAC has been held with the agenda of publishing the 2nd volume of the peer-reviewed ISBN book in this year. As the college has not sufficient publication having ISBN, so, the department of Economics has been handed again to publish a book on Research based article.

## Resolution

(1) It is resolved that the economic department be published the 2nd volume of Abhayan within the year 2022.

(2) IGAC is resolved to visit the adopted village Bhelkar No-1 in a public meeting on 10/01/2022

Regards

Dr. Satyabati Medhi



# ACTION TAKENS REPORT

Date of the meeting	Decision Taken	Action Taken
08/01/2022	The Economics Deptt in initiation of IQAC publish Abhayan NO-II	The Peer review book has been published.
08/01/2022	IQAC resolved to visit the Adopted village Bhekhar No-1 for Socio- Economic Survey.	The IQAC visited the Adopted village for Socio-Econ- omic Survey 30th Jan/2022.



Regards

Dr. Satyabati Medhi

for, Co-ordinator, IQAC  
B.C. Medhi College, Ramdia