

BINANDI CHANDRA MEDHI COLLEGE, RAMDIA

P.O-RAMDIA, DIST-KAMRUP (ASSAM), PIN-781102

EMAIL ID: collegebcm@gmail.com

WEBSITE: www.bcmcollege.in

Phone No: 8638108705/9957017062



FIRST CYCLE NAAC ACCREDITATION, 2022

CRITERION-6

Governance, Leadership and Management

6.3: Internal Quality Assurance System

6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities *Certificates*

- i) *IQAC's Regular Meeting's Minutes & Action Taken Reports*
- ii) *IQAC's Collaborating Activities*
- iii) *IQAC's five years Action Plan*

SUBMITTED TO



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL





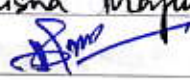
Date: 01/05/2017

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 IGAC
5. Feedback discussion of stakeholders.
6. Others.

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

The main purpose of the meeting is regarding the formation of various cells in the college for smooth functioning of the IGAC 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 preside 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. |



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

T 70739 MEENAT Date: 7/06/2017

place: IGAC room

Day: Wednesday

Time: 2.00 pm.

Name of the Members

Signature

1. Ashit Kr. Paul President



2. Sahyabati Medhi (Co-ordinator)



3. Dilip Das Members

4. Sitendra 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 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 7th 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.

The meeting was for discussion



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
Sathyabati 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 |



Sahyabati Medhi

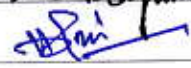
Co-ordinator, IQAC
B.C. Medhi College, Ramdia

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. Sadyabati Medhi (Co-ordinator) | Medhi |
| 3. Dilip Das | |
| 4. Sitendra Deka | Jitendra |
| 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 regarding publication of the news letter.
- ⑤ Others.

Today the 2nd 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 today's meeting is to discuss regarding

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

Dilep Das

Md. Shahidul Islam

Mukul 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 form and the appointment letter also di issued by the Principal sir |



Satyabanti Medhi

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

Date: 25/04/2018

place: IQAC Room

Days: Wednesday

Time: 2:00 pm

Name of Memberes

Signature

1. Ashit Kr. Paul

2. Sabyabati Medhi (co-ordinator)

3. Dilip Das

4. Jitendra Deka

5. Mukut Pathak

6. Manisha Majumdar

Manisha Majumdar

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 25th of April 2018, Wednesday a meeting ^{of IQAC} has been held to fix a date to inaugurate the first issue of news letter on 27th April 2018.

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

Regards

Sabyabati Medhi

Co-ordinator, IQAC

B.C. Medhi College, Ramdia



Date: 1/6/2018 Friday.

Time: 12:00 noon

Signature of the members

Signature

1. Ashit Kr. Paul



2. Satyabati Medhi



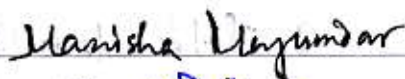
3. Dilep Das

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 1st 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 (Ghntj). The co-ordinator said that the TCS group will come to conduct the programme on 2nd June 2018, as a celebration of World Environment Day.

Accordingly it is resolved to organise the programme on 2nd 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.

Satyabati Medhi

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

Date: 12-10-18

Place: IQAC Room

Day: Friday

Time: 12:30 pm.

Name of the Members

Signature

1. Ashit Kr. Paul

2. Satyabati Medhi (Co-ordinator)

3. Jitendra Deka

4. Jaya Medhi

5. Shahidul Islam

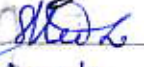
6. Manisha Majumdar

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 12th of October 2018, a meeting of IQAC has held in the presence of the above signed members of IQAC 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
Sabyasati Medhi
Co-ordinator, IQAC
B.C. Medhi College, Ramdia



Sabyasati 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 Nation 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. |



Sadyabati Medhi

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

Date: 28-10-2018

Place: IQAC ROOM

Day: Friday

Time: 1:30 pm.

Name of the Members

Signature

1. Ashit Kr. Paul



2. Dr. Sahyabati 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.

9.

Agenda

(i) Discussion regarding theme of National Seminar to be applied.

(ii) Regarding formation of the Seminar committee.

Today the 28th of October 2018 a general meeting of IQAC has been held at the presence of the abovesigned members. The convenor request principal to preside over the meeting. The meeting is for fixing the theme of the national seminar proposal to INTACH and for formation of a Seminar Committee.

The house taken the following resolutions after a long discussion.



Resolutions

① It is resolved to form the committee as follows —

Chairperson: Dr. Ashit Kr. Paul

Convenors: Dr. Satyabati Medhi
Sitendra Deka

Co-convenors: Mukut Pathak
Shahidul Islam

② Topic for the seminar —
Textile Heritage of NE India

③ It is resolved that convenors and co-convenors have allowed for preparing the estimated budget.

At the end chairperson gives thanks to all and closed the meeting.

Regards

Dr. Satyabati Medhi

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



Action Taken Report

| Date of the meeting | Decision Taken | Action Taken |
|---------------------|--------------------------------|----------------------------------------------|
| 26/10/2018 | Theme of National Seminar | Theme of National Seminar has been prepared. |
| 26/10/2018 | Formation of Seminar Committee | Seminar Committee has been formed. |



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



Date: 02/05/2019
Place: LGAC Room
Time: 12 Noon
Day: Thursday.

| <u>Name of the members</u> | <u>Signature</u> |
|---------------------------------------|------------------|
| 1. Ashok Kr. Paul | |
| 2. Dr. Satyabati Medhi (co-ordinator) | |
| 3. Jitendra Deka | J 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-I, became eligible for the placement of stage-II. All the members

Accordingly following resolutions have been undertaken in the meeting.

① It had been resolved that the co-ordinator of IQAC had 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



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


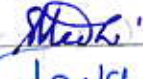
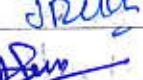

Date: 02/07/2019

place: Principals room

Day: Tuesday

Name of the Members

Signature

- | | |
|---------------------------------------|-------------------------------------------------------------------------------------|
| 1. Dr. Ashit K. 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 has 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 on feedback analysis from the stake-



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

Resolutions

① It has been resolved that a workshop on CBCS course have to be organised before the starting of the new session. Accordingly date has fixed on 18th 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 Jitendra 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 has been handed to the convenor of IGAC.

⑤ It is resolved that responsibility of Brochure printing is handed to Jitendra 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. Satyabati Medhi

Co-ordinator, IQAC

B.C. Medhi College, Ramdia



Binayi Chandra Medhi
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. Dhanraj Choudhary IIT Computer. Gov. and communicated to another for selection - finally workshop has been conducted by ICPC |



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

Date: 30/9/2019

Day: Monday

Time: 2:00 pm

| <u>Name of the Members</u> | <u>Signature</u> |
|-----------------------------------|-------------------------------------------------------------------------------------|
| 1. Ashish Kr. Paul |  |
| 2. Satyabati Medhi (Co-ordinator) |  |
| 3. Jitendra Deka |  |
| 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 30th 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 programmes on 2nd 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
B.C. Medhi College, Ramdia



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 Abhyan | The IQAC conducted Swachh Bharat Mission Abhyan |



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

Date: 10/6/2020

Today the 10th 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 27th June 2020 by the Library and Jaya Medhi is the Convener of the webinar.
Topic: "Use of Online Resources"

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



ACTION TAKEN REPORT

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



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

Date: 16/12/20

Day: Wednesday

Time: 12:30

Name of the Members

Signature

1. Ashif Kr. Paul

2. Satjabati Medhi

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 organisation of an awareness programme by IQAC.

Today the 16th december 2020 a meeting of IQAC had 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 18th dec. 2020, Friday.



Regards.

Dr. Satjabati Medhi

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 Neighbourhood Areas. |



Dr. Satyabati Medhi

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

Date: 4/1/2021

Day: Monday

Time: 12:30

Name of the Members

Signatures

1. Dr. Ashit Kr. Paul



2. Dr. Satyabati Medhi



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 2nd January 2021 a meeting of IQAC 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 IQAC will adopt a village, Bhelkar No-1 very shortly with an open public meeting.

Regards.

Dr. Satyabati Medhi

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



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

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

Date: 22/11/2021

Day: Monday

Time: 1:30

Name of the Members

Signatures

1. Dr. Ashit Kr. Paul

2. Dr. Satyabati Medhi

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 a free health camp in the college.

Today the 22nd 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 24th Nov. 2021



Regards.

Dr. Satyabati Medhi

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 Ghumhati on 26/12/2021 |



Dr. Satyabati Medhi

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

Date: 8/11/2022

Day: Saturday

Time: 12:00 noon

Signature of the members

1. Dr. Ashit K. Paul

2. Dr. Satyabati Medhi

3. Jitendra Deka

4. Jaya Medhi

5. Shahidul Islam

6. Manish Majumdar

7. Abu Lais Ahmed

Signature

[Signature]

[Signature]

[Signature]

Jaya Medhi

[Signature]

Manish Majumdar

Abu Lais Ahmed

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

② Visiting the adopted village for Socio-Economic Survey

Today a meeting of IQAC 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 Abhigan within the year 2022.

② IQAC is resolved to visit the adopted village Bhekar No-1 in a public meeting on 10/01/2022

Regards

Dr. Satyabati Medhi

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



ACTION TAKENS REPORT

| Date of the meeting | Decision Taken | Action Taken |
|---------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 08/01/2022 | The Economics Deptt in initiation of IQAC publish Abhiyan No-11 | The Peer reviewed book has been published. |
| 08/01/2022 | IQAC resolved to visit the Adopted Village Bhelkar No-1 for Socio-Economic Survey. | The IQAC visited the Adopted village for Socio-Economic Survey 30th Jan/2022 |



Regards

Dr. Satyabati Medhi

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

ONE DAY WORKSHOPS ON CELL-ORIENTED
PROGRAMME


Date: 7 Sept, 2017

Venue: - ROOM NO- 117

Resource Person(s)

1. Dr. Dipesh Bhagwati
(Principal, Sualkuchi SBMS College)
2. Ali Akbar Hussain (HOD & Co-ordinator,
ICPAC, Suren Das College)

Signature of the Participants:

1. 
2. Meena Kumari Das
3. Sathyabati Medhi (Co-ordinator)
4. Shahidul Islam
5. Darpan Choudhury
6. Saikat Karmakar
7. Bijuli Deka
8. Jhummori Jalukdar
9. Mousha Majumdar
10. Titendra Deka
11. Sekharjyoti Baishya
12. Kasturi Das
13. Abu Lais Ahmed
14. Bishnu Kumar Das
15. Rezak Ali
16. Nazrul Islam
17. Jaya Medhi
18. Borali Medhi
19. Heena Anchoo

- 20. _____
- 21. Ramesh ch. sh.
- 22. Niva Kalita
- 23. Ritesh ch. Medhi

The IQAC of B. C. Medhi college conducted 'one day workshop' on cell-oriented programme regarding the discussion on the necessary works and activities for NAAC Assessment of the college. The workshop was held on 7th September, 2017 at 11:00 AM in Room No-1. The resource person of the workshops were Dr. Dipesh Bhagwati, Principal SBMS college, Sualkuchi and Ali Akbar Hussain co-ordinator of IQAC, Suren Das college, Hajo. In the workshop almost all the faculty members and non-teaching staff of B. C. Medhi college participated. Both the resource person elaborately explained the works and activities of IQAC for NAAC Assessment. They also explained the activities of the different cell of IQAC and also mentioned the necessity of documentation for the IQAC, cells and office staff. The workshop was chaired by Ashit Kr Paul, Principal of the college. The workshop ended at 3.30 PM.

with regards

ONE DAY WORKSHOP

ON
CBCS COURSES Under Gauhati University

venue:- ROOM No-1
(B. C. Medhi College, Ramdis)

Date:- 27 July, 2019

Time:- 11:00 AM

Resource Person(s)

1. Dr. Dhonnabajyoti Chondhury,
Controller of Examinations
Gauhati University
2. Ali Akbar Hussain,
vice-Principal, Suren Das College,
Hajo

Signature of the Participants:

1. 
2. ~~Ramen Das~~ Ramen Das
3. Ramen Das
4. Shahid Islam
5. Sadyabati Medhi (co-ordinator)
6. Meena Kumari Das
7. Darpana Chondhury
8. Jaya Medhi
9. Akhil Pathak
10. Bijini Deka
11. Manisha Majumdar
12. Thame Moni Talukdar

14. Rishm Ram Das
15. Rezzak Ali
16. Nazam Islam
17. Jitendra Deka
18. Saidur Rahman
19. Kasturi Das
20. Basirah Majumdar
21. Nira Kalita
22. Bhubaneswar Deka
23. Dilip Deka
24. Romesh Ch. Dhr.
25. Ramen Das
26. Baskar Kalita
27. Rajib Deka
28. Doli Thakuria
29. Jijayanti Ali

The IQAC of B.C. Medhi college, conducted one day workshop on CBCS Courses in the Under graduate courses of Ganbat's University on 27th July, 2019 at 11:00 AM.

The resource persons of the workshop were Dr. Dhruvraj Choudhary, Controller of Examination, G.U. and Ali Akbar Hussain, vice principal, Suren Das College, Hajipur. The total 29 teachers and non-teaching staff members of the college participated in the workshop. The resource person Dr. Dhruvraj Choudhary,

delivered his session regarding the needs of CBCS courses for Undergraduate students in the college level. He also explained about the grading and credit system in the examinations instead of marks in result. The resource person Ali Akbar Hussain, vice-principal, Suren Das College also explained thoroughly about the CBCS courses which he explained as a new concept for the Undergraduate courses. The workshop was chaired by Ashit Kr. Paul, Principal i/c of the college. Finally, the programme ended with the vote of Thanks by Satyabati Medhi, Co-ordinator, IQAC, of the college at 2:40 P.M.

With regards,
Dr. Satyabati Medhi

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

One day Workshop on CBCS Course Under Gauhati University



BOOK DONATION PROGRAMME

conducted by -
ICGAC, B. C. Medhi college, Kamdi
Date: - 23 December, 2019
venue: Central Library

Signature of the Students and staff members present:

1. ~~_____~~
2. Meena Kumari Das
3. Nazim Islam
4. Hasnain Chaudhary
5. Ramen Das
6. Sabyasati Medhi (co-ordinator)
7. Jaya Medhi
8. Akhil Pathak
9. Barnali Medhi
10. Banima Majumdar
11. Bishwan Das
12. Shahidul Islam
13. Ramesh Ch. Das
14. Ratul Ch. Medhi
15. Arup Das
16. Arjuna Khatun
17. Rajib Das
18. Rabiya Khatun
19. Amina Khatun
20. Asiya Begum
21. Rejan Hogue
22. Azimul Islam
23. Saniawar Begum

For their co-operation and donating books in the central library. Finally the programme ended at 1:30 pm with thanking note by the principal i/c and co-ordinator of IQAC of the college.

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



PLANTATION PROGRAMME


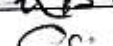
BY TCS GROUP

Venue: B.C. Medhi College Premises

DATE: - 18-01-2020

Time: - 9:30 AM

Signature of the attended teachers,
students & TCS groups members.

1. 
2. Manisha Majumdar
3. Daspara Choudhury
4. Meena Kumari Das
5. Satyabati Medhi (co-ordinator)
6. Jaya Medhi
7. Anurajyoti Deka
8. Sabina Kalita
9. Bhaswati Kalita
10. Radali Kalita
11. Nayan Kalita
12. Rejia Sultana
13. Manjoni Kalita
14. Papari Kalita
15. Bhadrina Das
16. Tulika Bejbarua
17. Pimpy Deka
18. Minakshi Deka
19. Nayan Kalita
20. Shabir Rana
21. Chandan Jyoti Deka
22. Manjoni Begem
23. Kishor Deka
24. 

Co-ordinator, IQAC Dr. Satyabati Medhi. The principal of the college thanked the TCS Group and the employees for such a great work by donating such saplings for the greenness of the college campus. Asst. Professor, Mrs. Meena Kumari Das gave a brief speech in this programme addressing to the TCS group and thanked them for doing such a great work. Finally, Dr. Satyabati Medhi Co-ordinator, IQAC thanked all of them who participated in the programme and it was ended successfully at 12:30 PM.

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




AWARENESS PROGRAMME

ON - COVID-19 Pandemic

Date - 8 February, 2020

venue: Bangalpara Chowk

Signature

1.  Jaya Medhi

2. Manisha Majumdar

3. Binmi Deka

4. Sahyabati Medhi (co-ordinator)

5. Meena Kumari Das

6. Ramesh Choudhary

7. Jeevi Deka

8. Jayleen Nessa

9. Gantam Deka

10. Himanshu Das

11. Sima Bejbaruah

12. Rimmi Ahmed

13. Jesoniti Sultana

14. Mokibuz Rahman

15. Madhusmita Kalita

16. Barnali Pathak

17. Saagarika Shukuria

18. Hirakjyoti Deka

19. Soyada Nasti Sultana

20. Forhad Ali

21. Juci Deka

22. Tutumoni Deka

Covid -19 Awareness Programme



FREE HEALTH CHECK-UP CAMP

In Collaboration with

GATE HOSPITAL & NSS UNIT

Initiated by -

IQAC, B. C. Medhi College, Randa

Date - 26 December, 2021 (Sunday)

Time: 9:00 onwards

Signature of the attended persons

1.

2.

3. Meena Kumari Das

4. Jaya Medhi

5. Sabyasachi Medhi (Co-ordinator)

6. Ranesh Ch. Das

7.

8.

9. NURUL ISLAM

10. Sabina Jesonin

11. Anil Das

12. Haren Deka

13. Kamal Deka

14. Pina Das

15. Rupa Das

16. Nameta Deka

17. Rita Kalita

18. Karuna Deka

19.

20.

21.

22.

The ICAC of B.C. Medical College & Hospital
has the pleasure to announce the

Free Health Check Up Camp



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to the people of the
area. The camp is
open for registration
from 10:00 AM to 5:00 PM.

The program is
open for all people
of the area.

Co-ordinator ICAC
B.C. Medical College & Hospital

WEBINAR ON AWARENESS PROGRAMME

ON
Use of Online e-resources
In collaboration with
Library Association, Assam

Venue: Google Meet

Date: - 27-06-2020

Resource Person(s)

1. Prof. Sanjay Kumar Singh
HOD, Deptt. of Lib. & Inf. Science,
Ganhati University

2. Dr. Prasanta Kumar Deka
G.S. ACLA and
Library K.C. Das Commerce College

3. Dr. Birendra Pal,
Co-ordinator, ICT Cell
ACLA and Library, Kalibar College,



COVID AWARENESS PROGRAMME

Conducted by -

IQAC

B. C. Medhi College, Ramdia
visiting Area: Milpara, Chhatlabari,
Tapabari, Nodia etc.

Date: - 18/12/2020

Time: - 11:00 AM onwards

Signatures of the participants in the programme.

1. ~~Manisha~~
2. Manisha Majumdar
3. Dr. Satyabati Medhi (Co-ordinator)
4. Darpana Choudhury
5. Jaya Medhi
6. Nazam Islam
7. Rezaq Ali
8. Abu Kais Ahmed
9. Samina Begam
10. Juki Das
11. Amite Ali
12. Animesh Deka
13. Nava Kr. Das
14. ~~Amirul Hoque~~
15. ~~Amirul Hoque~~
16. ~~Amirul Hoque~~
17. Rubul Hoque
18. Aming Khatun
19. Rubul Hoque
20. Azizul Hoque
21. Aimal Ali



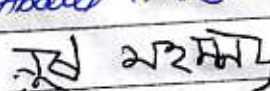

General Meeting for
village Adoption Programme

Name of the village: No-1 Bhelkar
(A Revenue village under Hajo Revenue Circle)
Date: - 25th Sept 2021 (Saturday)
Venue: - Baresoli Hatkhola High School, Bhelkar.
Time - 1.30 P.M.

PROGRAMME

1. Taking Seat of the Chairperson.
2. Explain the Purpose of the meeting
3. A brief Speech of the Principal i/c B.C. Medhi College, Rauda
4. Speech by the Teachers of the College.
5. Public Speech
6. opinion of the president and closing of the meeting.

Signature of the members

1. Chand Mohammad Ali 25/09/2021
2. Koinul Haque
3. Loten chandhary
4. Abdeul Hakim
5.  Jai Prakash
6. Jaimuddin Ahmed
7. Janya Medhi
8. Moidul Islam
9. Monzurul Haque
10. Mokshed Ali
11. Babul Hussain
12. Nazimuddin Ahmed
13. 

16. Babul Husain
17. Nazimuddin Ahmed. # 25/09/21
18. Gondadeel Haque
19. Safiqul Islam
20. Saddam Hussain
21. Sorosh Ali
22. Amir Ali 30/09/2022
23. Inyameel Haque.
24. Billal Hussain
25. Shafiquddin Ahmed 25/09/22
26. Baharul Islam
27. Hedai tullah
28. Mustak Ahmed.
29. Sokina Khatun
30. Amina Khatun.
31. Ajonol Haque
32. Abida Ahmida
33. Far. Nazim ur Rahman
34. Afruja Khatun
35. Ataees Rahman
36. Azizur Rahman
37. Nazrul Islam 25/9/22
38. Amena KHATUN
39. Zohra Khatun
40. Jaki Hussain
41. Majeda Begum.
42. Zohra Khatun
43. Zohra Khatun
44. Zohra Khatun
45. Mesere Ali
46. Taefiqer Rahma (President 94 no sachies taken here and)

A general meeting regarding village adoption is held today the 25th September, 2021 at 1.30 PM at Botesoli Hatkhola High School, Bhetkare. The Headmaster of the school, Mr. Chand Mahammad

A FEW SNAPSHOTS OF VILLAGE ADOPTION MEETING -
DATE :- 25/09/2021



A FEW SNAPSHOTS OF VILLAGE ADOPTION MEETING -

DATE :- 25/09/2021





Estd:-1992

OFFICE OF THE IQAC

BINANDI CHANDRA MEDHI COLLEGE, RAMDIA

P.O.- Ramdia, Dist.- Kamrup (Assam) Pin-781102

Ph. No. 98640-63578, 0361-2820858

Email:- bcmcrandia@gmail.com

Website:-www.bcmcollege.in

Ref No.....



Date.....

INTERNAL QUALITY ASSURANCE CELL (IQAC) FIVE YEARS ACTION PLAN (2022-2026)

CURRICULAR ASPECTS

- Implementation of Outcome Based Education (OBE)
- Courses which address Gender, Environment, Human Values and Professional Ethics have to be introduced in the curriculum of all the programs.
- Skill Based Elective (SBE) courses may be designed in such a way that they focus on Employability/Entrepreneurship /Skill development.
- It is essential to collect Feedback from different Stakeholders (Students, Teachers, Alumni, Parents and Employers) for the design and review of syllabus year wise /semester wise.
- Introduction of New Courses in the curriculum of each program is encouraged .Identification of New Courses can be done based on the Feedback Report collected from Stake holders.
- A minimum of two certificate courses may be introduced every year.
- Step has to be initiated towards students' participation in Internships and Field Project wherever applicable.



TEACHING –LEARNING AND EVALUATION

- Advanced learners and Slow learners may be identified at the entry level and special program can be organized separately for them.
- Lecture hours may be included Tutorial /Remedial Classes in order to encourage participative learning and problem-solving methodologies.
- Course Plan may be prepared for each course. The Course Plan shall include Tutorials/Remedial classes for the weaker and needy students.
- Program outcomes, Program specific Outcomes and Course Outcomes should be made available in the college website. Further, a methodology of measuring these attainments is to be developed and applied.
- ICT enabled class rooms, at least one per department, may be established.
- Teachers may be encouraged to use ICT with Learning Management System (LMS) and E-learning resources.
- Workshops/ Seminars on ICT can be organized for teachers to create awareness on recent technologies.

RESEARCH, INNOVATIONS AND EXTENTION

- A Policy for promotion of research is to be defined and it has to be uploaded in the college website.
- Teachers may be encouraged to apply for research projects to write chapters in Books/ Monographs to publish research articles in UGC recognized/ Care Listed journals and also to become recognized PhD guide of G.U
- The Research database including Research Projects undertaken, number of research centre, number of PhD's produced and number of approved guides is to be maintained.

- Incubation Centres may be created and its activities may be uploaded in the college website.
- Seminar/Workshop on IPR may be organized.
- Extension Activities in the neighborhood community may be conducted in more number involving students in order to sensitize them to social issues.
- To Promote Collaboration in Research /Internship/Project work.
- At least three Outreach program may be conducted in collaboration with Industry/Community/ NGOs through NSS/NCC/YRC every year.

INFRASTRUCTURE AND LEARNING RESOURCES

- Indoor stadium and Gym may be sufficiently used.
- More Seminar Halls with ICT facilities may be erected.
- Auditorium for multipurpose works may be erected.
- Girls' and Boys' Hostel with necessary facilities need to be constructed.
- Library may be facilitated with e-resources such as e-journals/e-books etc.
- Remote access to e-resources of the library is encouraged.
- Internet connection with at least 50 MBPS bandwidth can be made available in the institution.
- IT infrastructure (including Wi-Fi) is to be upgraded frequently.
- Facilities for e-content development such as Media Centre, Recording Facility and Lecture capturing system may be erected.



STUDENT SUPPORT AND PROGRESSION

- Institution may provide scholarship /free ship to students other than the Govt. Schemes.
- Timely Redressed of students' grievances shall be ensured.
- The percentage of students progressing to higher studies must be analyzed and necessary actions have to be taken to increase it.
- The Alumni Association is encouraged to maintain the data base of its member including name , program completed, duration , current positions and address for communication .Besides ,each member may be assigned a unique member ship number.

GOVERNANCE, LEADERSHIP AND MANAGEMENT

- Organ gram of the institution may be displayed in the college website.
- E-governance in the operation of administration, students' admission and support through MIS software is encouraged.
- Various Cells / Committees of the college are encouraged to have periodical meetings in order to discuss the assignments attached with them.
- The institution may consider the financial support for the teachers to attend /present papers in academic deliberations like Workshops /Seminars/Conferences etc.
- Professional Development Programs for Teaching Staff and Administrative Training for Non- Teaching Staff may be conducted at least one for each per year.
- Periodical Reviews on teaching learning process, methodologies and learning outcomes may be conducted through IQAC



INSTITUTIONAL VALUES AND BEST PRACTICES

- Promotion of Gender Equity Program may be organized.
- It is encouraged to provide facilities for segregation of waste into bio-degradable (Green Bin) and recyclable (Blue Bin).
- Waste water recycling may be practiced.
- Green Practice in the campus such as Plastic Free Campus, Green Landscaping with trees and plants may be encouraged.
- To create disabled-friendly and barrier-free environment in the college.
- Departments are encouraged to celebrate birth/ death anniversaries of great Indian personalities.
- At least two best practices may be identified and be implemented every year.


Dr. A.K. Paul
Principal i/c
B.C.Medhi College, Ramdia
Principal i/c
Binandi Chandra Medhi College
Ramdia : Kamrup


Md Shahidul Islam
Co-ordinator, IQAC
B.C.Medhi College, Ramdia
Co-ordinator, IQAC
B.C. Medhi College, Ramdia

