



Academic Monitoring Committee

Bhawanipur Anchalik College
Bhawanipur, Barpeta, Assam-781352, India

Memo No. BAC/AMC/2023-24/002

Date: 25.04.2024

Minutes of the Meeting

Date: 25.04.2024

Time: 11.00 A.M

Venue: Room No.18

Chair: Principal (i/c)

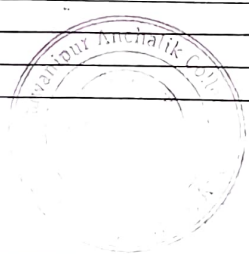
Agenda of the Meeting:

1. Discussion on the Course Curriculum of FYUGP as per NEP-2020 to finalize the prospectus for the session 2024-25
2. Preparation and finalization of the academic calendar for the session 2024-25
3. Discussion on the introduction of Add-on courses for the session 2024-25
4. Discussion on the students performance of H.S 1st year and commencement of H.S 2nd year classes
5. Discussion on the admission related issues
6. Any other topic

A meeting of the Academic Monitoring Committee was held on 25.04.2024 at 11.00 A.M. in Room No. 18 of the college. All members of the Academic Monitoring Committee attended the meeting, which was presided over by the Principal (i/c), Mr. Manas Kumar Chakrabarty. The meeting was called to discuss the Agenda mentioned above.

Members Present:

Sl. No.	Name	Designation	Signature
1	Manas Kumar Chakrabarty	Principal i/c	Chakrabarty 25/04/24
2	Priyanka Pratim Baruah	Assistant Professor	[Signature]
3	Dr. Ranjan Ali Ahmed	Associate Prof.	[Signature]
4	Mammi Das	Assistant Prof.	[Signature]
5	Dr. Sumita Bhattacharjee	Asst. Prof.	[Signature]
6	Sanghamitra Dev Ray	Assistant Prof.	[Signature]
7	Deleip Kr. Deka	Assistant Prof.	[Signature]
8	Dr. Khirad Sankar Das	"	[Signature]
9	Nayan Kalita	"	[Signature]
10	Amalashree M. Dutta	Associate Prof.	[Signature]
11	Abul Gafur	Associate Prof.	[Signature]
12	Miya Choudhury	Associate Prof.	[Signature]
13	Dr. Rabin K. Borah	IQAC Coordinator	[Signature]
14	Dr. Deepam Bhattacharyya	Asst. Prof.	[Signature]
15	Moharaj Ghoshan	Associate Prof.	[Signature]
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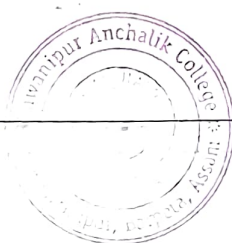
Principal i/c
Bhawanipur Anchalik College
Bhawanipur

Chakrabarty
25/04/2024

Decisions and Actions taken in the Meeting:

Sl. No.	Agenda	Decisions and Actions taken
1	Agenda 1	<ul style="list-style-type: none"> The chairperson presented an overview of the existing subject combinations of FYUGP offered by the affiliating university in the meeting. In the meeting, discussions were held regarding the strengths and limitations of the current subject combinations of FYUGP in alignment with NEP-2020's vision. Attendees discussed the specific guidelines of FYUGP outlined in NEP-2020 concerning subject combinations, including flexibility, interdisciplinary approach, and student-centric learning. In the discussion, emphasis was placed on creating combinations that foster holistic development and cater to the diverse interests and career aspirations of students. Matter related to faculty exchange programme was discussed in the meeting.
2	Agenda 2	<ul style="list-style-type: none"> The members reviewed the academic calendar of the last academic year and identified strengths and areas for improvement based on feedback and outcomes. The members discussed important dates such as semester start/end dates, holidays, examination periods, freshmen social, college week and faculty development programmes dates, taking into consideration any external factors or events that may impact scheduling. In the meeting, the solicited inputs from department heads and cell/club coordinators regarding specific events, deadlines, and requirements were taken to prepare the academic calendar. The attendees discussed methods for gathering feedback on the proposed calendar from faculty, staff, and students and planned for periodic reviews and adjustments as needed. In the meeting, it was decided that the calendar would be accessible via the institution's website and other relevant platforms.
3	Agenda 3	<ul style="list-style-type: none"> Each department presented their proposed add-on courses briefly, highlighting the objectives, target audience, duration, and expected course outcomes. A discussion ensued regarding the relevance of these courses to the academic curriculum and their potential benefits for students. The committee discussed the allocation of resources required for the successful implementation of these add-on courses, and consideration was given to faculty availability, infrastructure needs, and budgetary requirements. Emphasis was placed on how these add-on courses can be integrated with the existing curriculum to provide students with a well-rounded educational experience, and suggestions were made regarding credit allocation, scheduling, and evaluation methods. It was agreed upon to establish a feedback mechanism to gather

		<p>student input on the add-on courses, monitor their satisfaction levels, and make necessary improvements.</p> <ul style="list-style-type: none"> In the meeting, a discussion was on to form an Add-on course monitoring committee for smooth introduction of these courses.
4	Agenda 4	<ul style="list-style-type: none"> The meeting commenced with a review of the academic performance of the H.S. 1st year students. The performance was assessed based on various parameters including academic grades, attendance records, and extracurricular activities It was noted that overall, the performance of the students was not satisfactory, with areas of improvement identified for individual students. Faculty members are to provide additional support and guidance to students who require assistance in specific subjects. It was decided that the classes for H.S. 2nd year will begin on 10 May 2024 tentatively. The timetable for H.S. 2nd year classes will be circulated among students and faculty members prior to the commencement date. In the meeting, it was decided that attendance would be taken in a strict manner to achieve the academic goal and NC and DC would be implemented for the H.S. 2nd year students.
5	Agenda 5	<ul style="list-style-type: none"> The members discussed the latest government regulations regarding admissions to Higher Secondary (H.S.) and FYUGP courses. The committee reviewed any updates or changes in admission criteria, eligibility requirements, and procedures mandated by the government. The committee examined the criteria set by the government for admission to H.S. and FYUGP courses, including academic qualifications, age limits, and other relevant factors and clarified any doubts regarding the interpretation or implementation of the admission criteria The members discussed the procedures and timelines for accepting applications for H.S. and Degree courses in accordance with government guidelines. The attendees discussed any concerns or challenges related to the application process, such as online application portals, documentation requirements, and fee structures. The members discussed strategies for effectively communicating the admission procedures and requirements to prospective students, parents, and the general public. In the meeting, it was agreed that the minimum criteria for admission into H.S. 1st year would be 45% marks in the last the examination, depending upon the number of registered students. It was decided that a Student Development Program would be organized for newly admitted H.S. 1st year students.
6	Agenda 6 (Discussion on organizing a teacher-parent meeting for H.S 1 st year students)	<ul style="list-style-type: none"> The members discussed the importance of fostering communication between teachers and parents of H.S. 1st year students. The committee agreed to organize a teacher-parent meeting to discuss H.S 1st year students' progress, address concerns, and strengthen the home-school partnership.



Next Steps:

The chairperson summarized the key points discussed and outlined the next steps, which include

- Completing the subject combinations of FYUGP as per NEP-2020 to finalize the prospectus for the session 2024-25
- Finalizing the academic calendar for the session 2024-25
- Finalizing the process of introduction of Add-on courses for the session 2024-25.
- Forming an Add-on course committee for a smooth introduction of the Add-on course (if required)
- Guiding and providing additional support and guidance to H.S. 2nd year students who require assistance in specific subjects.
- Finalizing the commencement of H.S. 2nd year classes from 10 May 2024 tentatively.
- Implementing NC and DC for the H.S. 2nd year student's to achieve academic goals.
- Finalizing the admission criteria, developing communication materials, and scheduling time periods as per government rule.
- Organizing a teacher-parent meeting to discuss progress of H.S. 1st year students.

The meeting was ended by thanking everyone for their active participation and contributions to the discussion.



Principality
25/04/2024.

Principal i/c
Bhawanipur Anchalik College
Barpeta