



Academic Monitoring Committee

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

Memo No. BAC/AMC/2023-24/003

Date: 18.05.2024

Minutes of the Meeting

Date: 18.05.2024

Time: 1:00 P.M

Venue: Room No.18

Chair: Principal (i/c)

Agenda of the Meeting:

1. Discussion on H.S. 1st year result 2024.
2. Discussion on the 6th semester final and the 2nd semester arrear examination.
3. Discussion on all current issues.
4. Miscellaneous.

A meeting of the Academic Monitoring Committee was held on 18.05.2024 at 1.00 P.M. in Room No. 18 of the college. All faculty members of the college 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	
2	Priyanka Pratim Baruah	Assistant Professor	
3	Dr. Nabin K. Borah	Assistant Prof.	
4	Dr. Khirad Sankar Das	Assistant Professor	
5	Dr. Priyanka Kalita	Assistant Professor	
6	Khirad Kalita	Assistant Professor	
7	Dr. Rajkamal Kalita	Assit. Prof	
8	Mami Das	Assit. Prof.	
9	Jayanta Barua	"	



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10	Shiraj Patra	Asso. Prof.	
11	Radhug Daman Khan	ASSO. prof	
12	Shilpa Kalita	Asst. Prof.	
13	Aliyam Das	Asst- Prof	
14	Anannya Saha	Asst Prof.	@saha
15	Bikernani Das	Asst. Prof.	Bogas.
16	Nayan Kalita	u	
17	Hafizur Rahman	Asst Prof.	
18	Ahilesh Shora Bonua	Asst. Prof	
19	Aparna Deka	Asst. Prof.	
20	Jishuakhi Suargari	Asst Prof.	
21	Abhis Sattar Choudhury	Asso. Prof.	
22	Abdul Gofur	Asso. Prof	
23	Animesh Deka	Asso. Prof.	
24	Moharaj Dey	Asso. Prof.	
25	Daspan Bhautee Beee	Asst. Prof.	
26	Dilip Kr. Deka	Asst. Prof.	
27	Dr. Manu Kalita	Asst. Prof.	
28	Rugam Matsumdar	Asst. Prof	
29	Niva Choudhury	Associate prof	
30	Veelina Patowary	Assistant Professor	
31	Gagan Hrit Das	Assistant Professor	
32	Gargadar Kalita	Asso Prof	
33	Dilamani Beeson	Assistant Professor	18
34	Sanghamitra Dev Ray	Assistant Professor	
35	Abhijit Bora	Asst. Professor	
36	Raju Kumar Das	ASSO. prof.	
37	Sumitra Bhattacharj	Asst. Prof	
38	Himangshu Das	NON Teaching member	
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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 a comprehensive report on the H.S. 1st year examination results for 2024. In the meeting, analysis of overall performance, subject-wise results, and comparison with previous years' results were discussed. Attendees identified areas for improvement and notable achievements by students in various subjects. The chairperson emphasized the importance of accuracy and timely submission of marks. The process for submitting marks was reviewed, ensuring all teachers adhered to the guidelines. It was agreed that student progress reports should be comprehensive and include both academic and co-curricular achievements. It was agreed that student progress reports should be sent to parents at the end of every month.
2	Agenda 2	<ul style="list-style-type: none"> The chairperson outlined the primary objective: ensuring smooth and efficient invigilation for the upcoming semester examinations. The members reviewed the key points from the last examination period, highlighting areas of success and noting problems that needed addressing.
3	Agenda 3	<ul style="list-style-type: none"> The attendees discussed key points regarding the progress of the current H.S. 2nd year classes, focusing on academic performance, behavioural issues, extracurricular engagement, and parental involvement.
4	Agenda 4	<ul style="list-style-type: none"> The meeting focused on enhancing the academic environment through curriculum updates and technology integration, addressing administrative challenges with student information systems and building maintenance, and responding to student concerns about mental health and campus facilities.



(Signature)
20/05/2024.

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Next Steps:

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

- Completing the mark submission of the H.S. 1st semester examination to the council by May 25, 2024.
- Conducting the 6th semester final examination and the 2nd semester arrear examination, 2024 smoothly.
- Implementing additional tutoring sessions for challenging subjects.
- Developing a more effective system for monitoring and addressing absenteeism.
- Establishing a peer mentoring programme to help manage minor behavioural issues.
- Fostering a conducive academic environment in the college.

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



(Signature)
20/05/24.

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