



INTERNAL QUALITY ASSURANCE CELL SARAIGHAT COLLEGE

Changsari :: Kamrup (R), Assam
Pin : 781101

Ref.....

Date : 24/02/2020

Agenda of the Meeting

1. Review on the proposals of the last IQAC meeting held on 28/11/2019
2. Self Study Report (SSR) preparation
3. Formation of Subcommittees for collection of Data for the 7 criterions
4. Others

Chairperson

Coordinator

Date: 24/02/2020

② IQAC Meeting

Minutes of the meeting:

- ① Discussion on Alumni Meet: Mrs Bonti Bora, Convener of Alumni cell informed the house that an organising committee has been formed to arrange the Alumni meet in the month of April 2020.
- ② Discussion on implementation of Mentoring System: All the members of IQAC suggested that a meeting with all HOD's been convened soon to discuss about the early implementation of Mentoring system. The meeting with all HOD's shall be given shortly.
- ③ Use of College Mobile App: The house suggested that the College Mobile App should be used by all faculty members and students for various academic purposes. For this, an awareness programme shall be organised among the students about the benefits of the App. The IQAC decided to invite a professional from S.S. Technology to deliver the awareness lecture on 4th March 2020.
- ④ Membership of ICT Academy: The meeting resolved that the College will become an annual member of ICT Academy for the benefits of: (i) Faculty Development Initiatives (ii) Students Skill Training (iii) Industry-Institute Collaboration (iv) Free Software and Access to content (v) ICT Academy Research Journals and of others offered by ICT Academy and approved Rs 29,500/- only as Annual membership fees.

Date: 24/2/20

Minutes of the meeting (Continued):

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⑤ SSR Preparation and formation of Sub-Committees: The meeting suggested that to gear up the process of SSR preparation, Seven (7) Sub-Committees be formed. The Coordinator of IGAC shall form the Sub-Committees soon.

⑥ Bodo Cultural Centre: The house suggested that the Cultural Cell be given the charge of forming the proposed Bodo Cultural Centre in the College.

⑦ Fund-Raising for College garden: The house suggested that a delegation of the College led by Mr. Prasanna Medhi shall meet the Deputy Commissioner to request for some financial assistance to develop the College garden.

Chairperso

Date : 24/02/2020

Signature of IQAC members:

- ① Asijun Kr. Saikia — Principal
- ② Dharitri Das — Vice Principal
- ③ Navajyoti Patowary — Coordinator
- ④ Prasanna Medhi — Teacher Member
- ⑤ Aminul Haque Choudhury "
- ⑥ Jayanta Kumar Sarma "
- ⑦ Bonti Bora "
- ⑧ Balendra Patgiri "
- ⑨ Latika deka "

24/2/20
Co-ordinator, IQAC
Saraighat College
Changsa