

Minute of the Meeting

Dated 25/02/2025

Today, on 25th February, 2025 a meeting was convened in the office of the coordinator amongst all the teaching members of the institution. Governing body president Dr Gnanada Nath and the Principal cum chairperson of the IQAC Dr Mani Sarmah were also present in the meeting. The meeting was being presided by the principal of the college Dr Mani Sarmah and the Coordinator of the IQAC Dr Manas Jyoti Bordoloi presented the agendas of the meeting before the august assembly.

The Agendas:

- Discussion about the problems faced by the faculty members during the submission of last AQAR in due time.
- Fixation of the date for the upcoming National Seminar in the college
- Discussion of the issues related to the submission of the APIs by the promotion aspirant assistant professors in timely manner
- Opening up of a certificate course on the computer application by the Tourism and Travel management department

Resolutions:

1. It was agreed in the meeting by all the faculty members that activities related to the AQAR submission should not be pending and each subcommittee will collect and analyse data for its preparation from the beginning.
2. The date of the National Seminar was fixed on 13th -14th May provided grants from ICSSR comes in due time. Otherwise it will be held on the 3rd week of August, 2025.
3. API data of the assistant professors would be updated in proper time and any delay in submission by the respective assistant professors would not be encouraged.
4. The office of the principal, Saraighat College would provide every department an unique mail ID for data updating.
5. Dr Breehivorna Talukdar will prepare the modalities of the National Seminar as its Coordinator within a short period of two weeks.
6. A meeting of the Alumni Association was considered by all the members as highly essential to involve them in various activities connected to the college. Principal of the college would contact with the president and secretary of the immediately after this meeting
7. Department of Travel and Tourism was allowed to conduct a certificate course on computer application from the month of March with the available manpower of the college.

Signature:

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25/2/2025 (Dr. Mani Sarmah, Principal)

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Manas

(Dr. Manas Jyoti Bordoloi)

③

G

(Dr. Gnanada Nath)

④

PCP

Prasanna Chetki

⑤

Bm

(Breehivorna Talukdar)

Co-ordinator, IQAC
Saraighat College
Changrai

Co-ordinator, IQAC
Saraighat College
Changrai

(6) Sangita Barman

Barman

(7) Kakali Bara

~~Bara~~

(8) Dignato Das

Das

9) Jitu Das

~~Das~~

10) Latika Deba

Deba

11) Mausumi Mahanta

~~Mahanta~~

12) Bhane Hazareika

Hazareika

13) Kanika Medhi

Medhi

(14) Anamika Deba

Deba

(15) Bondi Basu

Basu

16) Bandikha Deba

~~Deba~~

17) Silpi Rani Baruah

Baruah

18) Bikash Ranjan Jha

~~Jha~~

19) Dhameswar Kalita

Kalita

20) Nirupama Roy

Roy

21) Minakhy Devi

~~Devi~~

22) Parag Kr. Sarma

25/02/25

23) Navajyoti Patenari

25/02/25

24) Pratik S. Hazra

25/02/25