

Agenda of IQAC Quarterly Meeting

08/03/2018


1. Chair person's gracing of the Chair
2. Objective of the meeting, explained by the coordinator
3. Placing and approval of the minutes of the last meeting and action taken
4. Mentoring and guidance of students for competitive exams
5. Prospectus for the new session
6. News Letter
7. Others


A quarterly meeting of IQAC is held in college conference hall. Dr. Sanjib Borgohain, president of IQAC presided over the meeting. Gitali Saikia, the convener has explained the objectives. She says that the meeting has been held to discuss the matters related to mentoring and career counseling, preparation of prospectus of the upcoming session and news letter for the session 2017-18. Then the coordinator places the minutes of the last meeting. She says that two classrooms were rejuvenated as per resolution taken in the last quarterly meeting of IQAC. A Social Responsibility Cell was formed to look into the matters of social responsibility and community development. Ms. Manashi Gogoi is nominated as the Secretary and Sri Ronjit Khanikar as the Asstt. Secretary of the cell. Teachers have started taking more ICT classes. Dr. Sanjib Borgohain addresses the house and requests the teachers to give an hour more to give guidance to the students. He also advises Career Counselling Cell to provide extra class/workshop so that the students can prepare themselves for various competitive exams. Phanidhar Saikia says thanks Dr. Gohain and says that the teachers regularly communicate with the students in Whatsapp groups and E-mail. Ms. Bornali Sonowal, HoD, Economics says that their department has decided to organize a series of career counseling programme in nearby schools, and would discuss the scopes of studying Economics as a subject. Gitali saikia, the coordinator, IQAC, advises other departments also to undertake such endeavours. In this meeting a prospectus committee is formed with Gitali Saikia as Editor. Dr. Subrat Jyoti Neog and Polin Hazarika are appointed as

editors of Jyotirgamaya, the annual News Letter. A resolution is taken to publish the news letter on 1st July, 2018, on the occasion of college Establishment Day.

Resolutions and actions taken:

1. Prospectus for the Session August 2018 June- August 2019 will be published in June. Gitali Saikia is appointed as the editor.
2. Jyotirgamaya, College News Letter will be released on 1st July. Dr. Subrat Jyoti Neog and Polin Hazarika are appointed as the editors.
3. Social Responsibility Cell has been formed; Manashi Gogoi and Ronjit Khanikar are selected as Secretary and Asstt. Secretary respectively.
4. Two class rooms have been rejuvenated.


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