

Proceedings of IQAC executive committee meeting

held on 20th September, 2019

Venue : Meeting Room, ADP College

Time : 1.00 pm

The executive committee of IQAC met today under the chairmanship of Dr Surajit Kumar Bhagowati at 1.00 pm.

Members present :

1. Dr Surajit Kumar Bhagowati, Chairman
2. Dr Sanjib Kumar Borkakoti, Co-ordinator
3. Dr Mridul Kr Hazarika, Member
4. Dr Kakali Boruah, Member
5. Dr Sadananda Payeng, Member
6. Dr Sabita Devi, Member
7. Dr Jayanta Barman, Member
8. Dr Afifa Kausar, Member
9. Mr Siddhartha Saikia, Member
10. Mr Joon Rajkhowa, Member
11. Mr Hrishikesh Bhuyan, Member
12. Mr Debapratim Bora, Member

Agenda of the meeting :

1. President takes chair
2. Purpose of the meeting
3. Confirm Proceedings of previous meeting
4. Appraisal of the activities done
5. Approval of AQAR to be submitted to NAAC
6. President's comment

Minutes of the meeting :

The meeting started with Dr Surajit Kumar Bhagowati in chair. Co-ordinator Dr Sanjib Kumar Borkakoti read out the proceedings of the previous meeting which was accepted and confirmed.

The AQAR of 2018-19 was presented to the members. It was accepted by the committee without any modification. They expressed satisfaction at the progress of the IQAC activities.

It was decided that all the sub-committees of IQAC formed in the previous meeting would sit monthly from now and they would report progress to the IQAC co-ordinator.

The co-ordinator was authorized to upload the AQAR 2018-19 in the NAAC website in the new system, before 30th September as stipulated by NAAC. At the end Chairman Dr Surajit Kumar Bhagowati thanked the members for smooth functioning of the IQAC. The meeting ended with his speech.

Action Taken Report :

1. The co-ordinator uploaded the AQAR 2018-19 in the NAAC website.
2. The sub-committees of IQAC were asked to hold monthly appraisal.