

**Proceedings of**  
**IQAC executive committee meeting**

held on 7th December, 2019

*Venue : Teachers' Common Room, ADP College Time : 11.00 am*

The executive committee of IQAC met today under the chairmanship of Dr Surajit Kumar Bhagowati from 11.00 am onward.

**Members present :**

1. Dr Surajit Kumar Bhagowati, Chairman
2. Dr Sanjib Kumar Borkakoti, Co-ordinator
3. Dr Mridul Hazarika, Member
4. Dr Kakali Boruah, Member
5. Dr Sadananda Payeng, Member
6. Mr Hrishikesh Bhuyan, Member
7. Dr Sabita Devi, Member
7. Dr Jayanta Barman, Member
8. Dr Afifa Kausar, Member
9. Mr Siddhartha Saikia, Member
10. Mrs Rashmi Sharma, Member
11. Mr Pal Kumar Bordoloi, Member

**Agenda of the meeting :**

1. President takes chair
2. Purpose of the meeting
3. Confirm Proceedings of previous meeting
4. Action taken so far on the proposals
5. New plans
6. President's comment

### **Minutes of the meeting :**

The meeting of IQAC executive committee for the second quarter of 2019-20 was presided over by Dr Surajit Kumar Bhagowati, Chairman. The IQAC Co-ordinator Dr Sanjib Kumar Borkakoti explained the purpose of the meeting. Then the Proceedings of the previous meeting was read out and it was confirmed. The Co-ordinator then informed the members about the progress in the 2019-20 plans.

1. Workshops and seminars have already been held on gender issues, intellectual property rights and health related issues.
2. A distinguished activist, Birubala Rabha was awarded the Anandaram Dhekial Phookan award in 2019 as it was decided to give the award to a woman this year.
3. ICICI Bank held campus interviews for placement through their authorised agency.
4. Seminars were held on preparation for competitive examinations.
5. The classrooms were repaired whenever required.
6. Awareness program was undertaken to stop using single use plastic.

In addition to these an International short and documentary film festival and an All Assam Yoga competition was also held.

The members expressed satisfaction with the progress. It was decided that the college newsletter for 2019 would be edited by Mr Hrishikesh Bhuyan and Mr Arindam Borkataki jointly like in 2018.

The members expressed satisfaction over the assessment of the departments in records-keeping by a three member committee and thanked everyone. It was decided to standardise the log book, progression record, mentoring register, remedial class register, department meeting proceeding etc.

Chairman and Principal Dr Surajit Kumar Bhagowati elaborated the steps taken by the college in the recent period in his brief address. He said that the college has already submitted data for NIRF ranking. Dr Sanjib Kumar Borkakoti was thanked for carrying out the arduous task. The data for the India Today survey also were being readied by Dr Mousmi Saikia and Dr Diganta Kr Boroowa. The meeting ended on a positive note.

### **Action Taken Report :**

1. The newsletter for 2019 was printed within a month with eight page content, edited by Mr Hrishikesh Bhuyan and Mr Arindam Borkataki. It was released on 31/12/2019.
2. The IQAC prepared standard model for the department log book, department progression record, department mentoring register, department remedial class register and department meeting proceeding and circulated those among the departments.