

**Proceedings of**  
**IQAC Executive Committee Meeting**  
**held on 15<sup>th</sup> October, 2020**

*Venue : Meeting Room, ADP College, Time : 11.00 am*

The executive committee of IQAC met today under the presidentship of Dr Surajit Kumar Bhagowati, Chairman and Principal.

**Members present :**

1. Dr Surajit Kumar Bhagowati, Chairman
2. Dr Sanjib Kumar Borkakoti, Co-ordinator
3. Dr Lakshmi K. Singh, Member
4. Mr Joy Kr Singha, Member
5. Dr Jalin P. Chetia, Member
6. Dr Jahirul Islam, Member
7. Mr Bapan Banik, Member
8. Dr Chittaranjan Nath, Member
9. Dr Nitin Sarma, Member
10. Mr Hrishikesh Bhuyan, Member
11. Dr Jayanta Barman, Member
12. Mr Deep Jyoti Bora, Member
13. Dr Bismita Bora, Member
14. Mrs Bhgyavati Bora, Member
15. Dr Diganta Borooah, Member
16. Mr Pal Kumar Bordoloi, Member

**Agenda of the meeting :**

1. President takes chair
2. Confirm Proceedings of previous meeting
3. Discussion about academic activities in context of lockdown due to COVID19
4. To discuss preparation of IIQA and SSR for reaccreditation by NAAC in third cycle
5. President's comment

**Minutes of the meeting :**

The meeting started with Dr Surajit Kumar Bhagowati in the chair. The Co-ordinator read out the Proceedings of the previous meeting, which was confirmed.

The meeting discussed about the need to prepare SSR so that ADP College can apply for reaccréditation. Hence the previously formed sub-committees were reconstituted. They were asked to collect data from 3<sup>rd</sup> November.

The meeting expressed happiness over completion of works in library building and new class rooms. The Principal informed that these would be opened for use soon.

It was decided to convene a meeting of all faculty members on 21<sup>st</sup> October to devolve responsibilities. Also students would be given hands on training about creating email and submitting online feedback when the induction programme would be held, once the offline classes are started.

Regarding unlock after COVID19 it was decided to follow government directions stringently.

The meeting ended with light refreshment after the chairperson asked all to be active in IQAC works.

**Action Taken Report :**

1. The sub-committees formed for SSR preparation were issued printed copies of new NAAC guideline so that they can start gathering data.
2. Four new class rooms were inaugurated on 2<sup>nd</sup> November 2020 and named after distinguished persons of Assam.
3. The college administration made it compulsory for students to have their own emails and those were submitted by them to the college office.
4. A meeting of all the faculty members was held on 23<sup>rd</sup> November 2020 where they were apprised of the new pattern of application to NAAC for reaccréditation. The date of the meeting was taken later than IQAC suggestion so that the momentum of the classes was not disrupted after reopening. The faculty members were then assigned tasks for SSR preparation.