

# **Proceedings of IQAC executive committee meeting**

**held on 12<sup>th</sup> December, 2018**

**Venue : Teachers' Common Room, ADP College**

**Time : 10.30 am**

The executive committee of IQAC met today under the chairmanship of Dr Surajit Kumar Bhagowati from 10.30 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. 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 Hrishikesh Bhuyan, Member
12. Debapratim Bora, 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 started with Dr Surajit Kumar Bhagowati, Chairman taking the chair. Co-ordinator Dr Sanjib Kumar Borkakoti explained the purpose of the meeting. Then the Proceedings of the previous meeting was read out and confirmed. The Co-ordinator then informed the meeting about the important progress among the plan for 2018-19 adopted in the last meeting.

1. The college has started a vocational course in the Herbal Science & Technology.
2. The renovation of the class rooms in L.N. Bezbarooa Hall has been completed.
3. The college has already created a computer hub.
4. The college has added a digital section in the central library with grant from RUSA.
5. The college has organised health camps in the adopted colony.
6. The college has acquired land for plantation of medicinal herbs and plants in order to enrich the Herbal Science & Technology department.
7. A regional seminar on NAAC accreditation process and a workshop on Pedagogy were held by IQAC. One national conference was held by Herbal Science department too.

The members expressed satisfaction with the programs. Regarding new plans, it was decided unanimously that the college newsletter for 2018 would be made an eight page issue this time and it would be printed within a month. Mr Hrishikesh Bhuyan and Mr Arindam Borkataki were mainly entrusted with the task of editing, the Co-ordinator informed the meeting.

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 would apply for NIRF ranking and also submit its data for an India Today survey, which would bring good name for the college. The meeting ended with his speech.

### **Action Taken Report :**

1. The newsletter for 2018 was printed within a month with eight page content, edited by Mr Hrishikesh Bhuyan and Mr Arindam Borkataki. It was released on 5<sup>th</sup> January, 2019.
2. Principal Dr Surajit Kumar Bhagowati sent email to NIRF requesting for access to upload content about the college.