

**Proceedings of**  
**IQAC Executive Committee Meeting**  
**held on 10<sup>th</sup> August, 2020**

*Venue : Meeting Room, ADP College, Time : 1.00 pm*

The executive committee of IQAC met in the Meeting Room at 1 pm. It was presided over by Principal Dr Surajit Kumar Bhagowati.

**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 achievements of 2019-2020
4. To discuss and approve AQAR of 2019-2020
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 AQAR of 2019-2020 was presented to the members. It was approved by all members. They expressed happiness that the targets and plans were executed.

The Principal informed in his presidential comment that the process of opening B.Ed. class had been initiated, but the official procedure had not been completed. Regarding the Girls' hostel, funds had been received and construction would be started in 2020-2021 session.

The co-ordinator was authorised to upload the AQAR of 2019-2020 in the NAAC website. The meeting ended with light refreshment.

**Action Taken Report :**

1. AQAR of 2019-2020 was uploaded in the NAAC website and also accepted by NAAC. It was also uploaded in the college website after acceptance by NAAC.
2. The faculty members were apprised of the plans undertaken by IQAC for the session 2020-21 after the college reopened.
3. Communications regarding opening B.Ed. programme is still under process. Permission has not yet been received.
4. The foundation stone for construction of the Girls' hostel was laid on 26<sup>th</sup> November 2020.