

**Proceedings of**  
**IQAC Executive Committee Meeting**  
**held on 18<sup>th</sup> February 2021**

*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. Dr Afifa Kausar, Member
17. Dr Mridul Kr Hazarika, Member

**Agenda of the meeting :**

1. President takes chair
2. Confirm Proceedings of previous meeting
3. Discussion about the IIQA to be submitted to NAAC for reaccreditation
4. Progress of the sub-committees assigned for collection of data for SSR
5. Any other issue
6. 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.

Dr Sanjib Kumar Borkakoti then placed the draft of IIQA prepared by him for the executive committee to check. The members entrusted him and Dr Jayanta Barman to finalise the draft. Dr Diganta Borooah was entrusted with the responsibility of collecting the certificate from Gauhati University regarding latest affiliation status of programmes in different departments.

The Co-ordinator then introduced the draft of SSR as prepared by the sub-committees till date. He elaborated the deficiencies in the data collected so far. Thereafter the seven conveners of the sub-committees elaborated their problems. The data yet to receive were regarding appearance in NET, appearance in SLET, mentoring, publication, feedback, field trip report etc. Audit of college accounts was also discussed. It was decided that the number of higher secondary students will not be incorporated in the SSR.

The Principal took note of the issues and assured to help them by sending circulars to the departments. He also assured to get feedback from the minority students in a forthcoming meeting by the minority cell. The meeting ended with light refreshment after the chairperson thanked everyone in his brief speech.

### **Action Taken Report :**

1. Principal sent a circular to the departments to help the sub-committees by submitting data for SSR regarding appearance in NET, appearance in SLET, mentoring, publication, feedback, field trip report etc, as in the format given by NAAC.
2. Scrutiny of IIQA draft was started.
3. A meeting of the minority cell was held next week, where the IQAC co-ordinator collected feedback from the students.
4. The data regarding higher secondary students were removed from the draft of SSR.