



# INTERNAL QUALITY ASSURANCE CELL

## SARAIGHAT COLLEGE

Changsari :: Kamrup (R), Assam

Pin : 781101

Ref.....

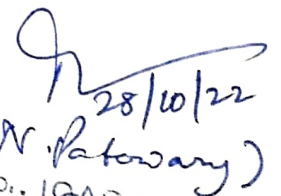
Date : 28-10-2022.....

### AGENDA

1. Taking of chair – Principal
2. Objective of the meeting – Coordinator, IQAC
3. Discussion on IQA submission
4. Discussion on progress of compilation and document collection for SSR
5. Speech of the Alumni Representative
6. Speech of Student Representative
7. Speech of President, G.B.
8. Speech of Principal
9. Resolutions adopted in the meeting
10. Closing of the meeting

  
28/10/22

Chairperson Principal  
Saraihat College

  
28/10/22  
(N. Patowary)

Co-ordinator, IQAC  
Saraihat College  
Changsari  
Coordinator

Date: 28-10-2022

## IQAC Meeting

Today at 12 noon, a meeting of the IQAC along with the Conveners of the Seven Committees (Criterion-wise) was held at the Seminar Hall. The President of the Governing Body, the President of Saraighat College Alumni Association and the representatives of the Students Union also attended the meeting. After a long discussion on various issues related to NAAC assessment, the following resolutions were taken:

① Academic and Administrative Audit to be carried out by inviting two experts, ~~one~~ namely Dr ReKibuddin Ahmed (Prof, G.U) and Dr Sarat Phukan (Prof, G.U). The audit will be carried out tentatively on 21<sup>st</sup> Nov, 2022.

② Today's meeting resolved to prepare the IQA and take official consent for its submission to NAAC from the Governing Body, in its next meeting to be held on 10<sup>th</sup> Nov, 2022. All members agreed regarding the submission of IQA at the earliest after getting the formal consent from the Governing Body of the College.

③ A Media and Publicity Cell has been formed with Dr Titul Ali and Dr Latika Deka as conveners. Some local journalists of the Print and Electronic Media will be members of this cell. This cell will look into all matters related to publication of News items of various events/functions of the College.

④ A Data Collection Committee has been formed with Dr Breehivanna Talukar as Convener, and Dr Titul Ali, Dr Dhaneswar Kalita and Mr Bikash Ranjan Tahsildar as members. This committee shall be responsible for storage of all important data and document related to various activities of the college, and shall produce the same to the IQAC for future preparation of ABAR's.

⑤ A 'Student-Satisfaction-Survey' Committee has been formed for conducting mock-drill of SSS before NAAC Peer Team visit. Mr Prasanna Medhi and Dr Aminul Haque Choudhury shall jointly conduct the mock drill among students. Technical assistance shall be given by Amar Sarma.

⑥ An Anti-Narcotics & Drugs' Cell has been formed with Principal as Advisor, Mrs Pratima Madanta as Convener, and Mrs Minakshi Devi, Mr Diganta Das, General Secy and Asst. General Secy of Students Union, as members.

⑦ A 'Code of Conduct Monitoring Cell has been formed with Principal as Advisor, Dr Manasjyoti Bordoloi as Convener, Mr Dipak Nath, Mr Parag Sarma and President of Students Union as Members.

⑧ A decision has been taken to allocate a room to the Alumni Association as their office-room, and the same shall be formally inaugurated on 9<sup>th</sup> Nov, 2022 at 11 am. All Executive members of the Alumni Association shall be invited to grace the occasion.

Coordinator,  
Changsan College  
Changsan

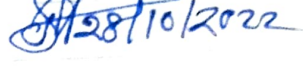

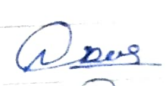
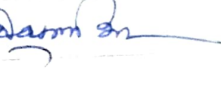

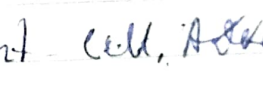
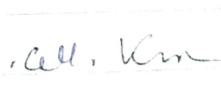



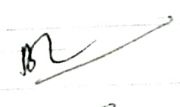
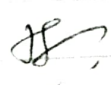

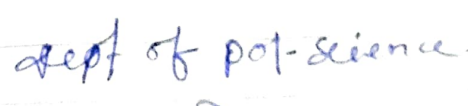
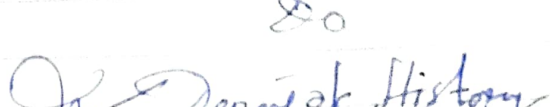
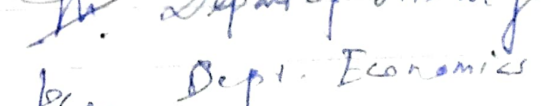



Date: 28-10-2022

Signature of Members:

Name/Designation

Signature

- ① Dr. Mani Sarma Principal 
- ② Dr. Gummole Nalla, President G.B. 
- ③ Tabibar Rahman President, Alumni Association, Sri Sarigat College
- ④ Sri Nishanka Das, G.S. student union 
- ⑤ Naba jyoti Das. President student union 
- ⑥ Anuman Aziz. Asstt. G.S. Student union 
- ⑦ Dr. Anamika Jeka. convenor, student support cell, 
- ⑧ Dr. Kanika Medhi convenor, Institutional values, cell, 
- ⑨ Dr. Bhonu Hazareika. (Eco club). Dept of Geography 
- ⑩ Dr. Debajani Das [Teaching - Learning] Dept: English 
- ⑪ Aminul Haque Chowdhury, (member IGAC) 
- ⑫ Berendra Patgiri P.O. N.S.S. 
- ⑬ Farida Sultana Haque   
Convenor Women cell
- ⑭ Himujal Kumar Ray, HOD. Dept<sup>n</sup> of B.VOC PTM 
- ⑮ Parag Kr. Sarma   
dept of pot-science  
Do
- ⑯ Dr. Tapanjit Sarma 
- ⑰ Jayanta Kumar Sarma   
Dept of History
- ⑱ Prasanna Medhi Associate Prof.   
Dept. Economics

Date: 28-10-2022

19. Prabhira Mahanta - Dept of History - 

20. Manshuri Mahanta - Dept. of Mathematics.

21. Kakali Bera - Dept. of Anthropology.

22. Minakhy Devi. - Dept of Philosophy.

Navajyoti Patowary  
28/10/2022  
(Coordinator, IQAC)

Co-ordinator. IQAC  
Saraighat College  
Changsan