

Minute of the Meeting

Date: 04-11-2025

Place – IQAC Office

Today on 04th November, 2025 a meeting was convened in the office of the IQAC with the Members of IQAC and HODs of Saraighat College. The meeting was chaired by the Chairperson of IQAC and Principal Dr. Mani Sarmah. Coordinator of IQAC Dr. Jitul Ali presented the agendas of the meeting.

Agendas of the meeting:

1. Discussion on distribution of Days to the Departments.
2. Updating of Departmental activities.
3. Academic and Administrative Audit.
4. All Assam Inter –Institutional Debate competition to be held on 15th Nov.
5. Organizing student assembly once in a month.
6. Starting spoken English course for 3rd & 5th semester.

Resolutions of the meeting:

1. Resolved that the Departments will be allotted some important Days to observe either in the departments or in the Feeder Schools or Adopted Village. All departments have to observe two allotted days in an academic year. Combined Departments have to observe four allotted days in an academic year. All HODs are advised to celebrate any one of the allotted days in the Feeder School or Adopted Village involving students of the college.
2. All HODs are advised to update all the Departmental activities regularly in the college website.
3. Resolution has been taken to hold academic and administrative audit as early as possible.
4. A committee is formed including teachers, members of alumni association and students union of the college to monitor the All Assam Inter –Institutional Debate competition to be held on 15th Nov., 2025.
5. An Inter-Department Students Meet of 3rd & 5th semester will be held once in a month with the major students of the college and Spoken English course will be started in the session 2025-2026.

Coordinator IQAC
Saraighat College
Changbari

Jitul Ali
Coordinator IQAC
Saraighat College
Changbari

Signature

1. Dr. Mani Sarmah
2. Dr. Jitul Ali
3. Jayanta Kumar Sarma
4. Navajyoti Patowary
5. Prasanna Medhi
6. Shameswar Kalita
7. Sanjoy Raughang
8. Balendra Patgiri
9. Amrit Hame Choudhary
- 10) Parag Kr. Sarma

11. Nirupama Roy
12. Mausumi Mahanta
13. Bhrami Hazarika 4/11/2025
14. Kakali Bora, 4/11/2025
15. Latika Deka 4/11/2025
16. Bikash Ranjan Dabildar 4/11/2025