

Minutes of the Meeting of IQAC

Date: 18/04/2020

Place: Google Meet

Members Present:

1. Chairperson: Dr. Devabrata Sharma.
2. Mr. Ranjit Hazarika, Vice Principal
3. Mrs. Ranjita Adhyapak,
4. Mr. Ashim Kumar Bora,
5. Mrs. Jutimali Saikia
6. Dr. Mouchumi Mahanta
7. Mr. Pankajpani Saikia
7. Dr. Diganta Kumar Phukan
8. Dr. Gitartha Goswami
9. Mr. Bidyut Bora
10. Dr. Jagatjyoti Barua
11. Mr. Kanak Sonowal,
12. Dr. N.G Goswami
13. Dr. Jayanta Bezbarua
14. Dr. Soumitra Puzari,
15. Mr. Promod Mahanta
16. Mr. Saklin Mustaq

Agenda 1:

Due to lock down for Covid 19, this meeting is held online through google meet. The meeting unanimously approved the minutes of the last meeting. The ATR was discussed. It is informed by the Coordinator, IQAC that as after the last meeting of IQAC situation was changed due to Covid 19, most of the plans taken in the last meeting can not be executed. SSS was completed by NAAC. Awareness programme for Covid 19 was organized on March 8th & 9th . All teachers along with the staff and students have participated in the

programme. Keeping in view the changing situation the members have advised the body to take some new measures to handle the situation. On the advice of the members the meeting has decided the course of action .

Agenda 2:

In the discussion of the ATR many points have come out for planning the future course of action. With suggestion of the members some planes are taken for future course of action

- a) To create whats app group of students to communicate with them.
- b) To choose a comfortable online plate form to engage classes..
- c) To call an online staff meeting.
- d) To plan some webinars involving the alumniees.
- e) Some National Level Webinars to be planned by the departments for which IQAC will provide necessary assistance .

Agenda 3:

Some responsibilities were announced by the chairperson for smooth functioning of the institution.

- i) Whats app group monitoring : Dr. Diganta kr. Phukan.
- ii) Online class monitoring: : Mrs. Rupamoni Dutta and Mr. Utpal Duta.
- iii) Webinar:: Research Cell.

The meeting came to an end with the remarks of the chairman and the vote of thank by the coordinator.



Prepared by: Dr. Soumitra Puzari



Signature of the Chairman