

Minutes of the Meeting of IQAC

Date: 22/06/2020

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. Most of the plans adopted in the last meeting are in progress. Whatsapp group upto HS classes are opened. Tutorials to attend and manage classes are provided through whatsapp. Departments have used both google meet and zoom platform to engage classes. Most of the departments have been engaging classes for the major students. A staff meeting was

called on 18th June where the Principal has asked all the stake holders to adopt alternative means to run their departments. Some webinar engaging alumniees and some other national level seminars are being planned. Which will be held in the last part of June and in the month of July. It is reported in the meeting that many faculties of our college have participated in various webinars and lecture programmes. Some faculties have joined online Faculty Development Programmes and Short Term Courses.

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 assess course progression .
- b) To organize few national webinars successfully.
- c) To organize an international webinar.
- d) To contribute towards PM Care fund and Assam Arogyo Nidhi.
- e) To assist people with food and other necessary goods during this Covid-19 crisis .

Agenda 3:

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

- i) Academic monitoring: : Mr. Utpal Dutta.
- ii) Online Contribution to relief funds : Mrs. Ranjita Adhyapak.
- iii) Webinar:: Research Cell.
- iv) Relief material: Dr. Soumita puzari

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



Prepared by: Dr. Soumita Puzari



Signature of the Chairman