

10/01/2017

**IQAC Executive meeting**

**Members present:**

1. Dr. Litoool Baruah
2. Dr. Budhindra Nath Saikia
3. Dr. Devaprotim Hazarika
4. Dr. Hemen Sarma
5. Dr. Parth Protim Saikia
6. Mr. Jugaram Borah
7. Dr. Nazim Forid Islam

**Proceedings:**

A meeting of the Internal Quality Assurance Cell (IQAC) N.N. Saikia College, Titabar was held on 10<sup>th</sup> January 2017 at 2PM at IQAC office in the presence of above members. The meeting was presided by Dr. Litoool Baruah, Principal and chairperson IQAC, N. N. Saikia college. The coordinator briefed about the objectives of the meeting. The member discussed the agenda items as given below-

**Item No 1: Organizing national Seminar:**

The members discussed on organizing a National Seminar and pros and cons of such a seminar. It was resolved that Hods of all departments be requested to take necessary action to submit their proposals to UGC and other funding agencies.

**Item No 2: Proposal for two more Digital Classrooms:**

It was proposed by the members present that two more digital classrooms should be setup to meet the requirements for a effective teaching learning process.

**Item No 3: Follow-up for the submission of AQAR (2015-2016)**

The committee discussed about the delaying submission of AQAR 2015-2016 and the co-ordinator IQAC highlighted on some key issues justifying the delay. He highlighted that most of the departments has not yet submitted their departmental profiles which is essential for completion of report.

It was resolved that the defaulter departments be notified immediately asking them to submit the required documents within a week.

Since, there was no other matter for discussion, the meeting ended with vote of thanks to the chair.



(Dr. Devaprotim Hazarika)

Coordinator, IQAC



(Dr. Litoool Baruah)

Chairperson, IQAC