

10/01/2018

IQAC Charge handover meeting

Members present:

1. Dr. Litoool Baruah
2. Dr. Budhindra Nath Saikia
3. Mr. Shahil Hussain
4. Mr. Nirmal Jyoti Konwar
5. Mr. Nipon Gogoi
6. Dr. Nazim Forid Islam
7. Dr. Dusmanta Kumar Sut
8. Dr. Devaprotim Hazarika

Proceedings:

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 10th January 2018 at 12:15 PM in the presence of above members and under the chairmanship of Dr. Litoool Baruah, Principal, N. N. Saikia College, in the IQAC room to discuss the agenda items as given below along with suggestions/recommendations of the members thereon.

The coordinator of IQAC, Mr. Devaprotim Hazarika welcome the chairman and all the members for sparing their valuable time to participate in the IQAC meeting with the permission of the chair, thereafter agenda items were taken up.

Item No-1: Charge handover to newly selected IQAC coordinator

In presence of the letter/notice issued by the Principal & Chairman (IQAC) dated 14th November 2017, Dr. Devaprotim Hazarika handed over the charge of IQAC coordinator to Dr. Nazim Forid Islam, Associate Professor, Department of Botany, on this day of January 10th, 2018, and assured to handover all the documents/files and other relevant materials pertaining IQAC.

Item No-2: Scheduling of IQAC meeting

It was resolved that the IQAC meeting be held on the last working day of every month without hampering the normal classes.

Item No-3: Regarding delay in submission of AQAR 2016-17

Discussion was done on the delay of preparation and submission of AQAR 2016-17 and the chairperson asked the newly constituted coordinator to take top most priority on the matter and to send the report on urgent basis to NAAC office.

It was resolved that the necessary steps be taken by the new coordinator and to complete the AQAR immediately.

Item No-4: Students feedback

It was decided that students feedback for 2018 be taken and members present suggested to expedite the same.

Item No-5: Any other matter

a) It was decided by the IQAC members to suggest website committee to update the college website based on recent activities.

b) It was decided that the existing software of IQAC computers be replaced by Microsoft windows. Since there was no other matter for discussion, the meeting ended with vote of thanks to the chair.



(Dr. Nazim Forid Islam)

Coordinator, IQAC



(Dr. Litoool Baruah)

Chairperson, IQAC