

26/02/2018

**IQAC Executive meeting**

**Members present:**

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

**Proceedings:**

A meeting of IQAC was held on 26/02/2018 at 2PM in the presence of the undersigned members to discuss the agenda items mentioned below.

**Item No – 1: Regarding preparation for National Science day Celebration**

The members discussed about the necessary preparation for the National Science Day celebration. The coordinator IQAC suggested for the arrangement of prizes and certificate for the participant of National Science Day exhibition. The committee also discussed about the procedure for selection of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> exhibits and to invite Mr. Budhin Dutta, HoD, Department of History, Vice Principal Mrs. Bharati Devi and Principal Dr. Litoool Baruah as a judge for the said exhibition. The coordinator IQAC presented the detail agenda of the said program. The coordinator also presented the required budget estimate for the smooth conduct of the said program.

**Follow up(s):**

- a) The house discussed about the distribution of students feedback questionnaire to the students of 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students. It was resolved that feedback forms should be distributed along with the semester exam form and collected back at the time of completed exam form submission.

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