

## **IQAC Meeting**

Time-1 pm

Venue-Teachers staff room

On 4/01/2019 the coordinator of IQAC Mrs. Labanya Goswami called a general meeting of IQAC. The meeting has following agenda:

1. Approval of the previous meeting minutes.
2. Discussion on NAAC.
3. Discussion on publication of magazine and books.
4. Teaching learning process
5. Co-curricular and extension activity.
6. Miscellaneous.

At the outset IQAC coordinator welcome the chairperson Dr. Luna Moni Bora, Principal of Samaguri College and other members of IQAC. The Coordinator gave short description of the objectives of the meeting. The agenda items were discussed during the meeting and it was unanimously resolve to implement them.

1. The meeting approved the meeting minutes of previous meeting.
2. Coordinator of IQAC has to take the initiatives for NAAC preparation and to gather NAAC related information.
3. IQAC along with the Sports cell will fixed the time for college week and events list.
4. Publication cell will decide the date for the inauguration of college magazine and name it.
5. It was resolved that from each department a boy and a girl will be selected for the educational tour.
6. Co-curricular activates and extension activities will be undertaken by co-curricular cell and IQAC and ensure participation of all students.
7. The entire faculty will enhance their profile and join in workshop, seminar and FDP.

After successful discussion of the meeting agenda and resolution taken the chairperson thanked the members for cooperation and wind up the meeting.