

## **IQAC Meeting**

**Date- 05/08/2017**

**Time 2.30 pm**

**Venue-Principal's Chamber**

The IQAC meeting is called on 05/08/2017 by the coordinator to discuss on the following agenda.

1. Approve of minutes of previous meeting.
2. Enhancing teaching learning process.
3. Discussing on fresher's Meet.
4. Planning of departmental meeting on allocation of syllabus and departmental activities.
5. Preparation of academic calendar and daily class routine.
6. Action plan for the session 2017-2018.
7. Awareness programme on social issues.
8. Miscellaneous.

### **IQAC Meeting Minutes**

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 minutes of the previous meeting.
2. Teachers will prepare lesson plan including participatory method for strengthening teaching leaning process.
3. It was resolved to hold students induction programme on 08/09/2017 along with laying foundation stone for Lt. Phulmai Bora Memorial Library.
4. It was resolved that each department will hold departmental meeting and allot the syllabus among themselves and make plan for the departmental activities.
5. Academic planning and daily routine will be prepared by the academic committee with the help of IQAC.

6. IQAC will arrange programme for extension work with its committees
7. Publication cell entrusted to collect articles from teachers for publication.

At the end of the meeting the chairperson delivered her concluding speech and thanked everyone for cooperating and wind up the meeting.