

Minutes of the IQAC meeting held at 2.00 p.m. on 1<sup>st</sup> June, 2019 at IQAC office of Biswanath College

The meeting started at 2.00 pm. It started with a silent prayer.

The following members were present:

1. Mrs. Mira Mudoj Bora, Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Debashis Sharma, Assistant Coordinator, IQAC
4. Dr. Ratul Nath, Assistant Coordinator, IQAC
5. Dr. Lalit Baruah, Assistant Coordinator, IQAC
6. Mr. Neelam Dutta, Alumnus member
7. Mr. Chittaranjan Kakati, SA
8. Mr. Tilak Deka

The matters discussed at the meeting were:

1. The new guidelines of NAAC on the submission of AQAR and SSR are discussed at length.
2. Criteria of IQAC format were divided among committee members
  - Part A: Principal's Office
  - Part B:
    - Criterion 1: Dr. Lalit Barua
    - Criterion 2: Dr. Lalit Barua
    - Criterion 3: Dr. Ratul Nath
    - Criterion 4: Dr. Debashis Sharma
    - Criterion 5: Dr. Debashis Sharma
    - Criterion 6: Dr. Ratul Nath
    - Criterion 7: Dr. Nipam Kumar Saikia
    - Criterion 8: Dr. Nipam Kumar Saikia
3. Members are required to complete their respective criteria by November 30<sup>th</sup>, 2019
4. It was decided that a document will be prepared covering the major questions that need to be answered for IQAC report and will be shared with each department.
5. It was decided to conduct an awareness drive regarding the latest guidelines of AQAR and SSR among the teachers within August, 2019

6. It was decided to organise a workshop on June 7<sup>th</sup> on CBCS for the teachers of the College On June 7<sup>th</sup> 2019.
7. It was decided to arrange more IQAC meeting.
8. It was decided to publish the IQAC bulletin *Journey* in the next College Week.
9. AQAR must be placed in front of **statutory body**.

The meeting ended at 5:00 pm.