

Minutes of the IQAC meeting held at 2.00 p.m. on August 21st, 2018 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. Dr. Mrinal Kumar Borah, Chairman, IQAC
2. Dr. Nipam Kumar Saikia, Coordinator, IQAC
3. Dr. Debashis Sharma, Assistant Coordinator, IQAC
4. Dr. Ratul Nath, Assistant Coordinator, IQAC
7. Mr. Chittaranjan Kakati, SA
8. Mr. Tilak Deka

The matters discussed at the meeting were:

1. All the members laid stress on organizing a general meeting with all the teachers to discuss the things which are required to prepare the AQAR for the period 2017-18. It was decided to hold the meeting on November 20, 2018 in Teachers' Common Room.

1. Criteria of IQAC format were divided among committee members
 - Part A: Dr. Nipam Kumar Saikia
 - Part B: By all the members
2. Members are requested to complete their respective criteria by December 15th, 2019

3. It was decided to organise an interactive programme on "How to Strive for Excellence" exclusively for female students of 5th semester on September 22, 2018.
4. It was decided to conduct more cleanliness drive to make the College campus clean and plastic-free.
5. It was decided to make student feedback mechanism effective.
6. It was decided to publish the IQAC bulletin *Journey* in February, 2019.

The meeting ended at 5:00 pm.