

OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

Minutes of the IQAC Meeting

Date : 16-11-2019

Agendas :

1. Confirmation of the last meeting resolution.
2. Discuss on SSR Writing.
3. Any other.

Today on 16-11-2019 at 2 pm a meeting of IQAC , Sontali Anchalik College is held in the teachers' common room to discuss about SSR writing specially criterion -II. Different parts of the criterion-II are clearly discussed in the meeting and faculty members are requested to supply requisite data for preparation of SSR.

Minutes of the IQAC Meeting

Date : 20-07-2019

Agendas :

1. Formation of admission committee.
2. Preparation of college prospectus.
3. Purchasing of equipment for IQAC.
4. Others.

Resolution :

1. The meeting has resolved to form a Admission committee including all the developmental heads as members for conducting admission process of 2019-20.
2. The meeting decided to organises a course orientation programme for the applicants to provide proper knowledge of the newly introduced CBCS courses.
3. The assembled of the meeting has resolved to form a prospectus committee to prepare the college prospectus for the session 2019-20. The members of the committee are as follows-
 - a) Chairman : Dr. Abul Kalam Azad
 - b) Convenor : Mr. Nurjaman Hoque
 - c) Mr. Nurul Islam
 - d) Dr. Idris Ali
4. The meeting has resolved to empower the principal of the college to purchase the necessary equipment of IQAC office by utilizing the IQAC grand received from the UGC for smooth functioning of NAAC related activities.

There are no more agendas to discuss, so the meeting is ended with the vote of thanks by the chairperson.

Action taken :

1. Admission committee be formed and admission for the first semester 2019-2020 completed smoothly.
2. One day Course orientation programme for B.A first semester students were successfully completed.
3. The college prospectus for the session 2019-2020 is published in time.
4. No equipment be purchased for IQAC office by utilizing UGC grand.



(Mr. Nurjaman Hoque)

Co-ordinator, IQAC

Sontali Anchalik College

Co-Ordinator, IQAC
Sontali Anchalik College
Date