

# SONTALI ANCHALIK COLLEGE

Mahtoli, Kamrup, Assam – 781136

---

## 6.5.2: Internal Quality Assurance System Regular Meeting of Internal Quality Assurance Cell (IQAC)

### Index

Sl No.	Academic Year	No. of meeting during the academic year
1	2022-2023	04
2	2021-2022	04
3	2020-2021	01
4	2019-2020	02
5	2018-2019	01

*Boime*

Principal i/c  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Notice

Date: 14-09-2022

It is for the general information to all concern that an important meeting of IQAC will be held on 17<sup>th</sup> September-22 at 11:30 am in the IQAC office of the College. So all are requested to present in the meeting in the Schedule time.

Agenda of the Meeting -

1. Registration of College in NAAC portal for Assessment and Accreditation.
2. Educational Tour/ field visit etc.
3. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Date : 17-09-2022

### Meeting Agenda:

1. Confirming of the previous meeting agenda.
2. Registration of college in NAAC portal for Assessment and Accreditation.
3. Educational Tour/ Field Trip etc.
4. Miscellaneous.

After discussion of the given agenda the following resolution are taken unanimously.

1. Agenda: Confirmation of the previous meeting agenda.

#### Resolution:

Resolved that the last meeting resolution held on 13-06-2022 be confirmed.

2. Agenda: Registration of College in NAAC portal for Assessment and Accreditation.

#### Resolution:

Discussed about the 1<sup>st</sup> cycle of NAAC Assessment of the College, IQAC Co-ordinator had given detail summary of preparation of NAAC Assessment and resolved that the College would be registered in NAAC portal within the month of December /2022.

3. Agenda: Educational Tour and Field Trip etc.

#### Resolution:

Resolved that all the department of the college be completed their respective departmental tour before January 31<sup>st</sup> /2023.

4. Agenda: Miscellaneous.

#### Resolution:

Swachh Bharat Abhiyan mission be organised by NSS units of the College in association with ECO-CLUB. NSS programme officer and volunteers were to engage in activities that would include social service, awareness Programmes on social issues,

plantation, cleanliness drive inside the college campus and outside the surrounding areas and adopted Village of the College.

At the end, there being no more agenda to be discussed, the meeting concluded with thanks by the chair.

**Action Taken Report:**

1. Sontali Anchalik College is Registered in the NAAC portal on 31-03-2022 for the first cycle of Assessment and Accreditation.
2. Most of the Departments of the college are conducting Educational Field Trip, Excursion during the session 2022-23.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Notice

Date: 16-12-2022

It is notified to all faculty members that a joint meeting of the IQAC and staff member of the College will be held on 22<sup>nd</sup> December/22 at 11.30 am in the IQAC office room to discuss the Following agenda.

1. Confirmation of previous meeting agenda
2. Regarding progress of Self Study Report(SSR) to NAAC.
3. Extension activities and awareness programmes on adopted Village.
4. Self defence camp for girls.
5. Use of ICT tools in teaching learning.
6. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting Dated-22<sup>nd</sup> December/2022

Meeting of IQAC of Sontali Anchalik College was held at 1.30 pm in the IQAC office with the following agenda. At the outset, the IQAC Co-ordinator welcomed all the members present in the meeting and read out the agenda to be discussed.

### Meeting Agenda:

1. Confirmation of the previous meeting agenda.
2. Progress of self study report (SSR) to NAAC.
3. Extension activities and awareness programme on adopted village.
4. Self defence camp for girls students.
5. Use of ICT Tools in teaching learning.
6. Miscellaneous.

After minute discussion, the following resolutions were taken unanimously.

1. Agenda: confirmation of the previous meeting agenda.

### Resolution:

Resolved that the resolution of the previous meeting of IQAC be confirmed.

2. Agenda: Progress of Self Study Report (SSR) to NAAC.

### Resolution:

A brief report on progress of SSR and IQAC activities of 1<sup>st</sup> cycle of NAAC Accreditation was given by the IQAC Co-ordinator. IQAC Co-ordinator requested all the faculty members and convenor of cells and committees to do needful co-operation for the preparation of SSR and that would be submitted to NAAC during the session 2022-2023. It was resolved that the final SSR would be submitted to NAAC for assessment in the session 2022-2023.

3. Agenda: Extension activities and awareness programme on adopted village.

Resolution:

Discussed about the extension and awareness programme on adopted village and resolved that NSS unit of the College be organised extension activities on Puran Gaon adopted village and neighbouring communities of the college.

4. Agenda: Self defence camp for girls' students.

Resolution:

Resolved that NSS unit of the college be organized three days self defence camp for Girls' Students from 13-03-2023 to 15-03-2023 in College campus.

5. Agenda: Use of ICT tools in teaching learning.

Resolution:

Resolved that faculties be used ICT tools as much as possible in their class room teaching learning process.

6. Agenda: Miscellaneous.

7. Resolution:

Dr. Mohammad Easin Ali, Assistant Professor, was included as new member into the IQAC.

**Action Taken Report:**

1. Self Study Report (SSR) is going to progress for final shape.

2. Extension and outreach activities are conducted in the adopted village as well as in or out campus of the college.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date .....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Notice

Date: 23-04-2023

This is to notify all members of IQAC that a meeting of IQAC that in meeting of IQAC is schedule to be held on 26-04-2023 at 1:00 pm. In the IQAC office room for discussing about the following agenda. So all are requested to attend the meeting in due time without fail.

### Agenda:

1. Confirmation of the last meeting resolution.
2. Submission of IIQA.
3. Regarding activities reports of committees and cells.
4. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date: \_\_\_\_\_



# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Date: 26-04-23

IQAC meeting of the College was held on 26-04-23 at 1-30 pm in the IQAC office. Co-ordinator IQAC has welcomed all the members present in the meeting and read out the agenda to be discussed in the meeting.

Agenda of the meeting.

1. Confirmation of the last meeting resolution.
2. Submission of IIQA.
3. Regarding activity reports of committees and cells.
4. Miscellaneous.

After minute discussion, the following resolutions were taken unanimously.

1. Agenda: Confirmation of the last meeting resolution.

Resolution:

Resolved that resolution of the last meeting be confirmed.

2. Agenda: Submission of IIQA.

Resolution:

The meeting resolved that IIQA for 1st cycle of NAAC Accreditation be submitted in the month of July/2023.

3. Agenda: Regarding activity reports of Committees and Cells.

Resolution:

Resolved that all Committees and Cells of the College be submitted their activity reports to the IQAC office within the month of May/2023.

There being no more agenda to be discussed, So, the meeting is ended with vote of thanks by the Co-ordinator.

### Action Taken Reports :

1. IIQA is ready for submission in the month of August/2023.
2. All committees & cells are working for submission their activity reports to the IQAC for preparation of SSR.

  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---


## Notice

Date: 03-06-2023

This is to inform all the members of IQAC that a meeting of IQAC is scheduled to be held on 6/6/2023 at 12:30 pm in the IQAC office room, All the members of IQAC are requested to attend the meeting.

Meeting Agenda:

1. Confirmation of the last meeting resolution.
2. Regarding implementation of NEP-2020.
3. Admission process of FYUGP.
4. Students orientation program.
5. Final preparation of SSR.
6. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Dated-6<sup>th</sup> June/2023

IQAC meeting has been held on 6/6/2023 at 12-30 pm in the IQAC Room, IQAC Co-ordinator has welcomed all the members present in the meeting and read out the agenda to be discussed in the meeting.

### Meeting Agenda:

1. Confirmation of the last meeting resolution.
2. Regarding implementation of NEP-2030
- 3 Admission Process of FYLUGP
4. Students orientation program
5. Final preparation of SSR.
6. Miscellaneous.

After minute discussion, the following resolution has been taken unanimously.

### Resolution:

1. Agenda: Confirmation of the last meeting resolutions.

Resolved that last meeting minutes be confirmed.

2. Agenda: Regarding implementation of NEP-2020.

### Resolutions:

Gauhati University has been directed to implement NEP-2020 from the session 2023-2024. The meeting has been resolved to implement NEP-2020 as per the direction and guideline of Gauhati University.

3. Admission process of FYUGP.

### Resolution:

3(a) It has been resolved that 'Help Desk' for New Admission be formed to guide the students to apply in Samarth portal for admission in the college.

3(b) Resolved that merit list of students be prepared by all the departments for admission of FYUGP and upload the same in the College website and Samarth Portal for wide circulation within the stipulated time period.

4. Agenda: Students orientation program.

Resolution:

The meeting has been resolved that two days Organized orientation programs be organized to orient the students and faculties of New FYUGP course curriculum.

5. Agenda: Final Preparation of SSR.

Resolution:

The meeting has been resolved that all faculties and committee Co-ordinators be co-operated with the IQAC for final preparation of SSR within September/2023.

At the end, there being no-more agenda be discussed, the meeting has been concluded with vote of thanks by the chair.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

---

## Notice

Date: 08/12/2021

It is for general information to all the teaching and non teaching staff of the College that a general meeting of the IQAC will be held on 11-12-2021 11:30 am in the Principal chamber. So all are requested to attend in the meeting without fail.

### Meeting Agenda:

1. Confirmation of the last meeting resolution.
2. Formation of the new IQAC committee.
3. Regarding preparation for inviting the NAAC team.
4. Miscellaneous.

*sp que*  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Dated: 11-12-2021

A joint meeting of IQAC and staff of the Sontali Anchalik college is held on 11-12-2021 at 11.30 am in the Teacher's common room and the principal of the college is in the chair. The meeting agenda is read out by the IQAC Co-ordinator.

### Meeting agenda

1. Confirmation of last meeting resolution.
2. Formation of the New IQAC Committee.
3. Regarding preparation for inviting the NAAC team.
4. Mics.

After minute discussion of agenda, the following resolutions are taken unanimously.

1. Agenda : Confirmation of last meeting resolution.

Resolution :

Resolved that the resolutions were taken in last meeting be confirmed.

2. Agenda: Formation of the New IQAC Committee

Resolution:

There be a wide discussion on the agenda and all members of the meeting are unanimously resolved that existing IQAC Committee be revised and form a new Committee as per the new UGC guide line.

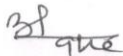
3. Agenda: Regarding preparation for inviting the NAAC team.

Resolution:

Resolved that the College be assessed and accredited by NAAC Peer team during the session 2022-23.

### Action Taken Report:

1. Revised IQAC Committee was formed as per New UGC guide line.
2. The college family had given more attention for Accreditation of the college by NAAC Peer team on the session 2022-23.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....



# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Notice

Date: 04/01/2022

It is for general information to all the teaching and non teaching staff of the College that a joint meeting of the IQAC will be held on 07-01-2022 at 11:00 am in the Principal chamber. So all are requested to attend in the meeting without fail.

Meeting Agenda:

1. Confirmation of the last meeting resolution.
2. Oath taking of new members of IQAC.
3. Formation of sub committees and cells.
4. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Dated-7<sup>th</sup> January/2022

A joint meeting of IQAC with Teaching and Non-Teaching staff of Sontali Anchalik College is held on 07-01-2022 at 11:00 am at the Teacher's common room of the College. The Principal of Sontali Anchalik College was in the chair.

Meeting agenda.

1. Confirmation of last meeting resolution.
2. Oath taking of new member of IQAC.
3. Formation of Sub-Committees and Cells.
4. Miscellaneous

The meeting started with welcome address by the Principal of the College and the agenda were read out by outgoing co-ordinator of IQAC, Nurjaman Hoque.

After minute discussion, the following resolutions were finalised.

1. Agenda : Confirmation of last meeting resolution.
  1. Resolved that the resolutions were taken in the previous IQAC meeting be confirmed.
2. Agenda : Oath talking of the new IQAC members.
  2. The outgoing Co-ordinator, Nurjaman Hoque delivered his farewell speech and welcomed Principal sir to start oath talking session. The Principal welcomed all the new members of IQAC and gave oath to new members.
3. Agenda: Formation of Sub. Committees and Cells.
  3. The meeting resolved that the Principal and the IQAC Co-ordinator be formed all the Sub-Committees and Cells for smooth functioning of the college.
4. Agenda: Miscellaneous.

Resolution :

- 4.(i). Permanent IQAC office to be allocated and made available for smooth functioning of NAAC activities.



- 4.(ii). Departmental room be allotted to each department with all facilities.
- 4.(iii). All committees be submitted their activity reports to the Principal in every month.

At the end of the meeting, Principal in his short speeches urging all to be worked solidarity for upliftment of the College, especially for the 1<sup>st</sup> cycle of NAAC Assessment.

**Action Taken Reports:**

1. All new IQAC members has taken oath.
2. Sub Committees & Cells are formed for SSR preparation.
3. All departments are separated and shifted to their allotted departmental room.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date .....

# OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

---

## Notice

Date: 23/03/2022

It is for general information to all the teaching and non teaching staff of the College that a general meeting of the IQAC will be held on 28<sup>th</sup> March/2022 at 11-00 am in the IQAC office room. So all are requested to attend in the meeting without any cause.

### Meeting Agenda:

1. Confirmation of the minutes of previous meeting.
2. Progress of the different committees and cells.
3. Extension and outreach activities to be conducted.
4. Conducting remedial classes for the slow learners.
5. Miscellaneous.

  
Co-ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of IQAC Meeting

Date : 28-03-2022

The meeting of IQAC of Sontali Anchalik College was held at 2:00 pm in the IQAC office. At the out set, the IQAC Co-ordinator welcomed all the members and read out the agenda to be discussed.

### Meeting Agenda:

1. Confirmation of the minutes of previous meeting.
2. Progress of the different committees and cells.
3. Extension and outreach activities to be conducted.
4. Conducting remedial classes for the slow learners.
5. Adoption of a village.
6. Miscellaneous.

After prolong discussion of the agenda, the following resolution were resolved unanimously.

1. Agenda: Confirmation of the minutes of previous meeting.

#### Resolution :

1. Resolved that the minutes of the previous meeting be confirmed.

2. Agenda: Progress of different committees and cells.

#### Resolution :

2. Regarding the progressive activities of different committees and cells, all convenors are urged to carry on their committees and cells in proper way for the NAAC assessment and different sub-committees and cells are looked after by the IQAC co-ordinator month wise for proper functioning and progressive activities.

3. Agenda: Extension and outreach activities to be conducted.

#### Resolution :

3. Resolved that NSS unit of the college be taken proper steps for conducting extension and outreach activities within and around in the community time to time.

4. Agenda: Conducting remedial classes for the slow learners.

Resolution :

4. Regarding conducting remedial classes for slow learners, there was a long discussion and resolved that remedial coaching class committee be maintained all necessary arrangement for conducting remedial classes for the session 2022-2023

5. Agenda: Adoption of a village.

Resolution :

5. Sontali Anchalik College is situated at Puran Gaon revenue village which is Scio-Economically backward and the literacy rate is very poor. After discussion the matter seriously, the house resolved to adopt Puran Gaon as adopted village of Sontali Anchalik College and college community would try its best for all round development of the said village.

6. Agenda: Miscellaneous:

Resolution :

6. Discussed about the irregularities of attendance of teaching and non-teaching staff in the college, it is resolved that explanation letter be issued by the Principal to those staff members who are very irregular in the college.

There being no-more agenda to be discussed, the meeting ended with thanks by the IQAC co-ordinator.

**Action Taken reports:**

1. IQAC Co-ordinator is monitoring the activities of all Cells & Committees.
2. NSS unit of the College is conducting extension & outreach activities during the session 2022-23.
3. The Remedial Coaching Cells of the College are maintaining & monitoring remedial classes of all departments for the session 2022-23.
4. Sontali Anchalik College is adopted Puran Gaon as its adopted village.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Notice

Date: 10-06-2022

It is hereby notified to all concern members of IQAC that a meeting of IQAC will be held on 13-06-22 at 2:00 pm in the IQAC office on the following agenda. So all are requested to attend in the meeting in due time without fail.

Meeting agenda:

1. Online admission for the academic Session 2022-23.
2. Biometric attendance of Staff .
3. Students orientation programme.
- 4 Opening of Certificate course from the Session 2022-23.
5. Miscellaneous.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

# OFFICE OF THE IQAC

Sontali Anchalik College  
Mahtoli, Kamrup, Assam

---

## Minutes of the IQAC Meeting

Dated-13<sup>th</sup> June/2022

Proceeding of the IQAC meeting held in the IQAC office room on 13-06-2022 at 12:30 pm  
Principal i/c of Sontali Anchalik College was in the chair.

### Agenda of the meeting.

1. Confirmation of the previous meeting agenda.
2. Online admission for the academic session 2022-2023
3. Bio-matric attendance of staff.
4. Student orientation programme.
5. Starting of Certificate Course from the session 2022-23.
6. Miscellaneous.

After discussion of agenda, resolution are taken as under.

1. Agenda : Confirmation of the previous meeting agenda.  
Resolution : Resolved that the proceedings of last meeting of IQAC held in 28-03-2022 be confirmed.
2. Agenda : Online admission for the academic session 2022-2023  
Resolution : Discussed about the admission process of the College which has been converted to online mode from the session 2022-2023. Resolved that all admissions will be through online registration as per the direction of director of Higher Education, Assam.
3. Agenda : Bio-metric attendance of staff.  
Resolution : Regarding the irregularities of attendance of Teaching and Non-teaching staff members of the College, the meeting resolved that Bio-metric Attendance of incoming and outgoing of the staff members be monitored strictly and necessary action be taken up.
4. Agenda : Student orientation programme.



Resolution : Discussed about the guidelines of UG -CBCS course curriculum of Gauhati University by Co-ordinator , IQAC and resolved that three days student orientation programme will be organized for the newly admitted students from 18-08-2022. The programme organising committee will conducting the same.

5. Agenda: Starting of Certificate Course from the session 2022-23.

Resolution : There was prolong discussion regarding starting of Certificate Course in each and every Department, the meeting come to the conclusion and unanimously resolved that IQAC of the college would be prepared proper guide lines for opening of Certificate Course for the benefit of the students.

6. Miscellaneous.

Resolution :

6.(a) Discussed about the preparation of Academic Calendar for session 2022-2023 and resolved that IQAC and Academic Committee be finalized the Academic Calendar within a short period because the new academic session be started in the 1<sup>st</sup> week of August.

6.(b) Resolved that all the faculties be submitted their respective personal profile to the office of the IQAC on or before 31<sup>st</sup> August -2022.

6.(c) Resolved that faculties of the different departments be participated in offline/online faculty development programmes as per need basis on prior permission of the Principal.

**Action Taken Report:**

1. Online admission for the Academic Session 2022-23 is completed successfully.
2. Biometric Attendance device is installed for Attendance of all teaching and non-teaching staff.
3. Three days orientation programme on course curriculum for newly admitted students are conducted.
4. All the departments are going to start certificate course from the session 2022-23.
5. Most of the faculties have participated and successfully completed seminars, workshops, FDP, OP, RC etc.

Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

## OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

---

### Minutes of the IQAC Meeting

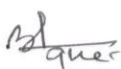
Date : 18-10-2020

Agendas :

1. Confirmation of the last meeting resolution.
2. Regarding record keeping of online classes.
3. Any other.

Today on 18<sup>th</sup> October of 2020 at 1:30 pm a demo on how to keep record of online classes as well as to upload the online classes in the college website is organised by the IQAC of the college. 19<sup>th</sup> faculty members have participated in the demo programme. Assistant professor, Mr. Dildar Reza, Department of Education has imparted his knowledge on the topic of Online Classes in a very lucid applicable way it seemed that the aforesaid demo would be definitely helpful to the faculties.

After having the demo the meeting is ended with vote of thanks.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....



## OFFICE OF THE IQAC

Sontali Anchalik College

Mahtoli, Kamrup, Assam

---

### 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.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

**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.

  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

**OFFICE OF THE IQAC**

**Sontali Anchalik College**

**Mahtoli, Kamrup, Assam**

**Minutes of the IQAC Meeting**

**Date : 15-01-2019**

**Agendas :**

1. Plan estimate for conducting departmental active.
2. Celebration of Republic day.
3. Discussion on progressive report of SSR.
4. Any other.

**Resolution**

1. The meeting has directed the faculty members to conduct essential activities and keep proper records.
2. The meeting has decided to form a committee, consisting 3 members to published a News-letter covering the activities of the college by the end of Academic session 2019-20.
3. The meeting has resolved to celebrate the Republic day in a colourful way. On the accession of the Republic day the assembles of the meeting decided to held different competitions among the students.
4. The meeting has decided the different sub. Committee to prepare their reports for the smooth functioning of the IQAC.

At last the chair person offered his thanks to the assembles for their co- operation.

*BP*  
*guc*  
Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....

*[Signature]*

(Mr. Nurul Islam)  
Co-ordinator, IQAC  
Sontali Anchalik College

Co-Ordinator, IQAC  
Sontali Anchalik College  
Date.....



*[Signature]*

(Dr. Tapan Dutta)  
Principal i/c  
Sontali Anchalik College  
Principal i/c  
Sontali Anchalik College  
Date.....