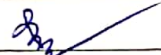


Minutes of IQAC meeting held on 23/03/19
at Examination Branch

Members Present:

1. Utpal Dutta (Dutta)
2. Tapan Thakuria
3. Bedabrata Saikia
4. Santasri Mallick Bhuyan
5. Shakeel Zamil
6. Bandana Nabis Das
7. Biswajit Choudhury
8. Bhuvan Ch. Talukdar
9. Manash Gogoi
10. M.C. Talukdar
11. 

The IQAC meeting held at 2-00 pm in the Examination Branch to discuss some core issues related to.

- a) Preparation of SSR
- b) Student Satisfactory survey report (SSS)
- c) Data validation with AISHE and NIRF
- d) Formation of teacher's core group for finalization of SSR and other related matters.

The meeting started with principal chaired the meeting.

IQAC, Coordinator explained about the present position of SSR and requested the principal sir and other members present to take further necessary steps for finalization of the entire process of SSR submission.

Principal sir, emphasized on the urgency of the work of preparation and submission of the SSR within April 2019, and for taking up the time

ground work and finalization of the SSR he, suggested to form a Criteria wise group of teachers. as follows.

- Criteria I - Mrs. Nilakhee B. Thakuria, Dr. Biswajit Choudhury
Criteria II - Dr. Shabeel Zawal, Dr. Gayatri Sanna,
Dr. Bedabrata Saikia
Criteria III - Dr. Tapau Thakuria, Dr. Kandappa Phukan
Dr. Binay Kr. Nath
Criteria IV - Dr. Dhriti Besh Chakraborty, Mr. Jayanta K. Maiti
Mr. M. C. Talukder
Criteria V - Dr. Bandana Nabis Das, Mr. Manash K. Gogoi
Ms. Answathy Ravindran
Criteria VI - Dr. Madhukunda C. Bhuyan, Dr. B. C. Talukder
Dr. Pallavi Deba, Mr. Sanjay Das
Criteria VII - Dr. Utpal Dutta, Dr. Ajanta K. Bezbaruah
Dr. Jayashree Choudhury

It was resolved that each group will be informed by Dr. Bandana Nabis Das, Joint Co-ordinator, ISAC and provided with draft of their allocated Criteria & will start their work from 25/03/19 and finalize the same by 30/03/19.

Principal Sir, mentioned that during finalization each group will pay particular attention to consistency of data in SSR, where a convergence of the data submitted to AISHE and NIRF with the SSR has to be checked.

Principal Sir, asked Dr. Biswajit Choudhury to co-ordinate the group regarding the data with AISHE. For data with NIRF co-ordination will be done by Dr. Santasree Mallick Bhuyan who will be assisted by Dr. Mausmita Devi & Ms. Ranjany Hazarika.

Notice regarding Criteria-wise Core group has to be sent today after the meeting.

Regarding finalization of IIGA, Dr. Bedabrat Saikia has been entrusted for filling up of IIGA format.

The meeting discussed upon the finalization of the student satisfactory survey, Principal Sir, asked Co-ordinator of SSS, Mr. Manash Gogoi, regarding finalization of and sensitization of students for SSS.

Dr. Bedabrat Saikia mentioned about that each department be again asked to initiate the sensitization of all present students and for this one teacher member from each department be engaged for sensitization of students.

Mr. Manas Gogoi mentioned that the departments be asked to verify the e-mail address given by students in the student database, so that the student received the survey format from NAAC correctly in correct address.

It was decided that notice be given to each department to send name of one representative (teacher) who will be responsible for co-ordinating the student for participation of SSS. Co-ordinator of SSS will hold one meeting on 25/03/19, where each teacher member will be sensitized with NAAC format for SSS.

Finally, the Principal requested co-operation from all members present in the meeting, which is ended with thanks.



A handwritten signature or set of initials in blue ink, located to the right of the circular stamp.