

SIBSAGAR COLLEGE, JOYSAGAR : : INTERNAL QUALITY ASSURANCE CELL

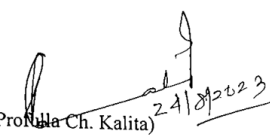
Agenda of the meeting

1. Chairperson to take chair
2. Objective of the meeting
3. Discussion on the preparation of AQAR for the Year 2022-23 and decision
4. Discussion on collaboration with academic development facilitator for holding FDP for teachers, Training for non-teaching staff and Seminar/Workshop for students and decision
5. Any other matter
6. Chairperson's remark
7. Conclusion

INTERNAL QUALITY ASSURANCE CELL (IQAC)
SIBSAGAR COLLEGE, JOYSAGAR (AUTONOMOUS)

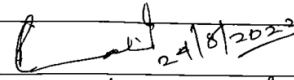
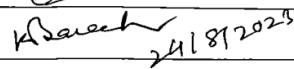

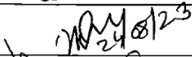
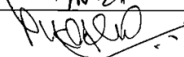

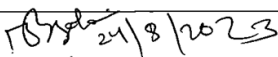
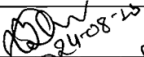
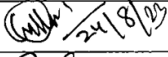
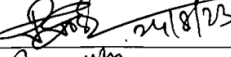
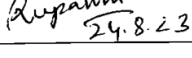
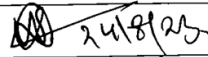
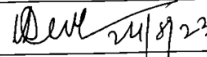
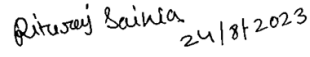
Minutes of the Meeting held on 24-08-2023 at Conference Hall from 3:30pm

1. President Dr. Profulla Ch. Kalita take the chair
2. Dr. Tridib Mahanta, Coordinator, IQAC, explained the objective of the meeting
3. Dr. Mahanta exhibited the guidelines for submission of AQAR by Autonomous College and explained the required templates for submission of the AQAR through HEIS portal of NAAC. He mentioned that there are more than 46 different templates available in the portal that will be required to fill with college information prior to submission of data. Therefore he distributed a list mentioning faculty members entrusted with specific templates to be fill via online portal: <https://sites.google.com/view/aqar22-23/home>. However, meeting recommended that the same need to be placed in a staff meeting in which coordinator has been entrusted to explain the criteria and templates in detail with all the faculty members of the college.
4. In connection with the discussion over the collaboration with academic development facilitator for holding FDP for teachers, training for non-teaching staff and seminar/workshop for students, meeting recommended to organise at least 2 such programmes for the benefit of the stockholders. Meeting recommended to make MoU with ICT Academy, Guwahati, and Train India Programme under <https://www.sebi.gov.in/>, and also other such courses offered by different nearby Universities and to organise at least 3-4 numbers of such courses.
5. Nothing is discussed in any other matter.
6. Meeting ended with chairperson's remark.


(Dr. Profulla Ch. Kalita)
President & Principal
Sibsagar College, Joysagar
(Autonomous)

SIBSAGAR COLLEGE, JOYSAGAR : : INTERNAL QUALITY ASSURANCE CELL

Signature of the members present

Sl. No.	Name	Designation	Signature
1.	Dr. Profulla Chandra Kalita	Chairperson (Principal)	 24/8/2023
2.	Mrs. Kalyani Baruah	Vice-Chairperson (Vice-Principal)	 24/8/2023
3.	Dr. Tridib Mahanta	Coordinator	
4.	Mr. Manas Protim Gogoi	Asst. Coordinator	
5.	Dr. Ranjit Gam	Asst. Coordinator	 24/8/23
6.	Dr. Prakash Kotoky,	Member (from GB)	
7.	Dr. Pradip K. Baruah	Member (from GB)	
8.	Dr. Rajani K. Gogoi,	Member (President, SCAA)	
9.	Dr. Basanta Gogoi	Member (Principal, SCTE)	
10.	Mrs. Malaya Borghoain	Member (Faculty)	 24/8/2023
11.	Mr. Diganta Borah	Member (Faculty)	 24/8/23
12.	Dr. Utpal Dutta	Member (Faculty)	 24/8/23
13.	Mr. Pradip Goswami	Member (from Board of Examination)	 24/8/23
14.	Dr. Rupam Kr. Gogoi	Member (Faculty)	 24.8.23
15.	Mr. Parag Rajkhowa	Member (from NCC)	
16.	Dr. Sukumar Das	Member (from NSS)	 24/8/23
17.	Ms. Silpi Shikha Devi	Member (Librarian)	 24/8/23
18.	Mr. Ranjit Baruah	Member (from Non-Teaching Staff)	
19.	General Secretary, Sibsagar College Student Union	Member (Students' representative)	 Rituraj Sainia 24/8/2023