IQAC Meeting

Period: Term I of the Academic Year 2015-16
Date: 15-07-2015
Time: 1.00 p.m.
Venue: Teachers' Common Room

Agenda for the Meeting
1. Taking chair by the Chairperson
2. Objectives of the meeting by the coordinator
3. Acceptance of the previous meetings/proceedings
4. Discussion and review on the Plan of Action taken in previous meetings
5. Future plan of action
6. Review of academic results
7. Use of ICT in teaching-learning process
8. Discussion on Project Proposal Submission to RUSA as Infrastructure Grants to the College.
9. Resources and requirement of infrastructure
10. Preparation of AQAR, NIRF, AISHE, and Annual Report (Dibrugarh University) and achievements
12. Others
13. Comments from chair
14. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on **07-04-2015**	
	Minutes of the previous IQAC meeting held on **15-07-2015** discussed and confirmed	IQAC Coordinator
2	Discussion and review on the Plan of Action taken in previous meetings	
	1. Results of Previous year discussed and it is improving. 2. Policy will be prepared for enhancement of ICT tool to be used by teachers.	
3.	Future plan of action	
	1. Teacher diary and diary of HoD have to be prepared and keep the record of academic progress. 2. Sessional examinations are to be completed as per academic calendar. 3. Annual reports like ISMC, University annual report, and AISHE report to be submitted in due time. Some members to be deputed for the works. 4. Preparation of AQAR to be processed and to submit timely. 5. Examination committee to be formed for conduct of End semester examinations. 6. Installation of Bio-matric machine. 7. Installation of 22 TV camera	

	8. Improvement of browsing speed of Internet with BSNL. 9. Digitalisation of classrooms to be increased 10. Digital Virtual class room to be completed. 11. Purchasing of computers for computer lab.	
4	Review of academic results	
	1. As per report the results are improving.	
5	Use of ICT in teaching-learning process	
	1. Policy will be prepared for enhancement of ICT tool to be used by teachers.	
6	Discussion on Project Proposal Submission to RUSA as Infrastructure Grants to the College.	
	1. The proposal submitted to RUSA for Infrastructure Grant to the College and the authority of the Govt. of Assam called the college for Interface meeting to describe the proposal. Principal i/c and Jyoti Prasad Phukon Joined the interface meeting and Project approved by RUSA.	
7	Resources and requirement of infrastructure	
	1. Policy will be adopted to fulfil the requirement of infrastructure.	
8	Preparation of AQAR, NIRF, AISHE, and Annual Report (Dibrugarh University) and other achievements.	
	1. University annual reports are submitting regularly. 2. AISHE reports are submitting regularly where Jyoti Prasad Phukon has assigned for the work. 3. NIRF reports are also submitting regularly where Paranan Konwar has assigned for the work. 4. Different in house committees are requested to work for collection of data through which AQAR can be prepared and submitted. 5. Work of the RCC Boys Hostels under RUSA grants started and under the process of completion. 6. Construction of cycle / Bike and Store room completed. 7. Installation of CCTV cameras and Fire extinguisher completed 8. Digital class room completed 9. Publication of SCARJ, Sonari College Academic Journal 10. Laboratory materials and Desk-benches supplied as per requirement	
9	The House decided to organize the next IQAC Meeting within the month of January, 2016 in a feasible time and date and the Coordinator entrusted to execute the same.	

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
Co-ordinator *[signature]*	Principal *[signature]* Principal SONARI COLLEGE SONARI (Dr. Bimal Ch. Gogoi)
Sign/Date: 15/07/2015	Sign/Date:

IQAC Meeting

Period: Term II of the Academic Year 2015-16
Date: 29th January 2016
Time: 1.00 p.m.
Venue: Teachers' Common Room

Agenda for the Meeting

1. Taking chair by the Chairperson
2. Objectives of the meeting
3. Discussion on the minutes of the previous meeting, and its acceptance.
4. Planning of new academic session
5. Discussion on preparation of new prospectus, admission of the students, and follow-up of academic calendar.
8. Formation of various committees.
9. Preparation and submission of annual reports.
10. Resolutions
11. Achievements
12. Comments from chair
13. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on **15-07-2015**	
	Minutes of the previous IQAC meeting held on **29-01-2016** discussed and confirmed	IQAC Coordinator
2	Planning of new academic session	
	1. Admission Process is to be through Online Mode. 2. Number of Major seats is enhanced in every department. 3. In admission the reservation of seats are as per Government norms. 4. The code of conducts is described in the orientation cum induction class. 5. Students are informed to follow the rules and regulation of the institution. 6. Students are informed the academic calendar of the college as well as the University.	
3	Formation of various committees.	
	1. Various in house committee are formed as criteria basis of AQAR and SSR 2. Convenors are assigned in each in house committee.	
4	Preparation and submission of annual reports	

	1. All annual reports except AQAR submitted in time by the concerned members assigned for.	
5	Resolutions	
	1. Resolved that the departments of the college are to submit required data related to preparation of AQAR. 2. Library and Examination department are to be computerised all data. 3. Library is to Digitalized as soon as possible. 4. Smart Classroom are to increase and teachers to use full facility of ICT. 5. Office works are to paperless communicated up to the limit.	
6	Achievements	
	1. Installation of Dustbins 2. Hostel management committee to be formed 3. Ant ragging committee to be formed 4. Appointment of RTI Officer 5. Appointment of Nodal officer for MIS portal of RUSA 6. Supply of furniture to the departments and classrooms 7. Various activities in Ideal village 8. Field study tour organised by different departments	
7	The House approved the Action Plan,2015-16 for execution as placed by the Coordinator IQAC for upliftment of academic atmosphere and physical development of the college and the principal of the college be requested to execute the same for the greater interest of the college and student community as well as society. The House decided to organize the next IQAC Meeting within the month of June, 2016 in a feasible time and date and the Coordinator entrusted to execute the same.	

The IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and verified by	Approved by
Co-ordinator *Chakraborty...*	Principal (Dr. Bimal Ch. Gogoi)
Sign/Date: 29/01/20...	Sign/Date: