

IQAC Meeting

Period: Term I of the Academic Year 2016-17

Date: 2nd June 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 by the coordinator
3. Acceptance of the previous meetings/proceedings
4. Discussion and review on the Plan of Action taken in previous meetings
5. Discussion on RUSA Activity
6. Discussion on RUSA Projects and Project Monitoring Unit activity.
7. Policy adoption for new admission through Data Management Procedure
7. Use of ICT in teaching-learning process to extend up to 100%
8. Resources and requirement of infrastructure
9. Preparation of AQAR, NIRF, AISHE, ISM Report and Annual Report (Dibrugarh University)
10. Preparation of Academic Calendar and Schedule of Sessional Examination
11. Resolutions
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 29-01-2016 | |
| | Minutes of the previous IQAC meeting held on 02-06-2016 discussed and confirmed | IQAC Coordinator |
| 2 | Discussion and review on the Plan of Action taken in previous meetings | |
| | <ol style="list-style-type: none">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. | Discussion on RUSA Activity | |
| | <ol style="list-style-type: none">1. All the RUSA projects are continuing and | |

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| | <p>after technical sanction of Civil works are progressing.</p> <p>2. All the tender process of purchasing of computers, Books and journals and Laboratory equipments are in progress as per guidelines of RUSA.</p> | |
| 4 | Discussion on RUSA Projects and Project Monitoring Unit activity | |
| | <p>1. Tender committee is formed RUSA Project Monitoring Unit as per guidelines of RUSA.</p> <p>2. The payment mode of RUSA fund will be process by PFMS.</p> <p>3. PMU entrust Jyoti Prasad Phukon as RUSA Coordinator.</p> | |
| 5 | Policy adoption for new admission through Data Management Procedure | |
| | 1. College has adopted fully online admission. | |
| 6 | Use of ICT in teaching-learning process to extend up to 100% | |
| | 1. Two nos. of Panel Board for two classroom is to be purchased as ICT tool and installed | |
| 7 | Resources and requirement of infrastructure | |
| | <p>1. RCC Boys' Hostel are to be completed soon</p> <p>2. Library Reading Room are to be constructed and completed soon.</p> <p>3. Class rooms are to be increased.</p> <p>4. College campus is to be wi-fi enabled.</p> <p>5. Digitalisation of library</p> <p>6. Purchasing of computers and accessories completed</p> <p>7. Purchasing of laboratory equipment are in progress</p> <p>8.</p> | |
| 8 | Preparation of AQAR, NIRF, AISHE, ISM Report and Annual Report (Dibrugarh University) | |
| | <p>1. AQAR preparation is under progress</p> <p>2. NIRF Submitted by Paranan Konwar.</p> <p>3. AISHE reports submitted by Jyoti Prasad Phukon.</p> <p>4. ISMC and University annual report submitted by Paranan Konwar.</p> | |
| 9 | Preparation of Academic Calendar and Schedule of Sessional Examination | |
| | 1. Prof Dilip Ranjan Boruah is assigned to prepare the Academic Calendar | |
| 10 | Resolutions | |
| | 1. Resolved that AQAR and NAAC activity is to be accelerated and the in house committees are to prepare their report soon and submit the same to the IQAC | |
| 11 | The House expressed satisfaction on successful execution and completion of the Action Plan, 2020-21 for upliftment of academic atmosphere and physical | |

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| | <p>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.</p> <p>The House decided to organize the next IQAC Meeting within the month of June, 2021 in a feasible time and date and the Coordinator entrusted to execute the same.</p> | |
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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 |
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| <p>Co-ordinator <i>Chakrapanigupta</i></p> <p>Sign/Date: CO-ORDINATOR IQAC SONARI COLLEGE</p> | <p><i>[Signature]</i></p> <p>Principal (Dr. Bimal Ch. Gogoi)</p> <p>Sign/Date: Principal SONARI COLLEGE SONARI</p> |

IQAC Meeting

Period: Term II of the Academic Year 2016-17

Date: 27th January 2017

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. Discussion on End Semester Examination as per guidelines of University
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 in due time.
10. Achievements
11. Others
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 02-06- 2016 | |
| | Minutes of the previous IQAC meeting held on 27-01-2017 discussed and confirmed | IQAC Coordinator |
| 2 | Discussion on End Semester Examination as per guidelines of University | |
| | <ol style="list-style-type: none">1. Examination committee formed and Assistant Officer in Charge for various semester examinations selected.2. All the members of teaching and non-teaching staff are informed to follow the examination rules and regulations as University framed. | |
| 3 | Discussion on preparation of new prospectus, admission of the students, and follow-up of academic calendar. | |
| | <ol style="list-style-type: none">1. New Prospectus preparation committee is formed and commented that the prospectus should reflect the glimpses of the college.2. New academic calendar is to be prepared by comparing the university calendar. Prof. Dilip Ranjan Boruah is assigned to prepare the same. | |
| 4 | Formation of various committees | |
| | <ol style="list-style-type: none">1. Various in house committees are reconstituted for completion of different criteria as per NAAC guidelines. | |

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| | 2. Committees are requested to accelerate the works. | |
| 5 | Preparation and submission of annual reports in due time. | |
| | 1. All annual reports are prepared and submitted the same timely. | |
| 6 | Achievements | |
| | 1. The class rooms are increased. 2. RUSA projects are in progress and to be completed soon. 3. Library digitalised 4. Examination records computerised 5. College website upgraded. | |
| 7 | <p>The House expressed satisfaction on successful execution and completion of the Action Plan, 2020-21 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.</p> <p>The House decided to organize the next IQAC Meeting within the month of June, 2021 in a feasible time and date and the Coordinator entrusted to execute the same.</p> | |

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 <i>Chakrapani Jaisri</i> CO-ORDINATOR IQAC SONARI COLLEGE | <i>[Signature]</i> Principal SONARI COLLEGE SONARI Principal (Dr. Binul Ch. Gogoi) |
| Sign/Date: | Sign/Date: |