

IQAC Meeting

Period: Term I of the Academic Year 2017-18

Date: 30-06- 2017

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

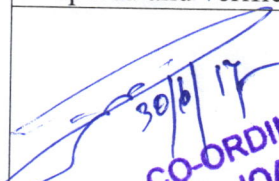

1. Taking chair by the Chairperson
2. Objectives of the meeting by the coordinator
3. Acceptance of the previous meetings/proceedings
4. Discussion and review on the Plan of Action taken in previous meetings
5. Discussion on RUSA Activity and its progress.
6. Discussion on progress of the work of AQAR Preparation.
7. New policy for adoption of CBCS course to be implemented by the University and its future action plan.
8. Discussion on the functions of various in house committee and to submit the reports as assigned.
9. Discussion on the activity of IQAC and its progress for preparation of AQAR and SSR.
10. Discussion on Automation/ Digitalization of Library.
11. 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 27-01- 2017	
	Minutes of the previous IQAC meeting held on 30-06- 2017 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. 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. Preparation of upcoming Golden jubilee year celebration.4. Up gradation of college as green campus and green audit to be done.5. Solar panel Street light to be installed.6. Alumni committee to be accelerated for college development.7. Indoor stadium to be upgraded by purchasing	

	sports equipment under RUSA Grant.	
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. 2. Committees are requested to accelerate the works. 	
5	Preparation and submission of annual reports in due time.	
	<ol style="list-style-type: none"> 1. All annual reports are prepared and submitted the same timely. 	
6	Achievements	
	<ol style="list-style-type: none"> 2. Number of class rooms increased. 3. Some of RUSA projects completed. 4. Library digitalised 5. Examination records computerised 6. College website upgraded. 7. Laboratory Equipment under RUSA Grant purchased partially. 8. Construction of boundary wall is in progress. 9. Wi-fi enablement of college campus 10. Students activities, like excursions and NSS are continuing 	
7	The House decided to organize the next IQAC Meeting within the month of February 2018 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 IQAC SONARI COLLEGE Co-ordinator Sign/Date:	 Principal SONARI COLLEGE SONARI Principal (Dr. Bimal Ch. Gogoi) Sign/Date:

IQAC Meeting

Period: Term II of the Academic Year 2017-18

Date: 28th February 2018

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

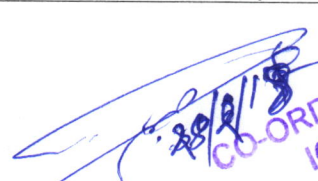

1. Taking chair by the Chairperson
2. Objectives of the meeting
3. Discussion on the minutes of the previous meeting, and its acceptance.
4. Discussion on End Semester Examination as per guidelines of University and formation of Examination Committee for HS final Examination under AHSEC
5. Discussion on preparation of new prospectus, Code of conduct of students, admission of the students, and follow-up of academic calendar.
6. Discussion on Professional Ethics of Teachers, Code of conduct of Employees of the College and to maintain the Leave register.
7. Preparation and submission of annual reports in due time.
8. Achievements
9. Others
10. Comments from chair
11. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on 30-06-2017	
	Minutes of the previous IQAC meeting held on 28-02-2018 discussed and confirmed	IQAC Coordinator
2	Discussion on End Semester Examination as per guidelines of University and formation of Examination Committee for HS final Examination under AHSEC	
	<ol style="list-style-type: none">1. Examination committee formed and Assistant Officer in Charge for various end semester examinations and H.S. 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, Code of conduct of students, 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	Discussion on Professional Ethics of Teachers, Code of conduct of Employees of the College and to maintain the Leave register.	
	<ol style="list-style-type: none"> 1. Distribution of all guidelines Professional Ethics of Teachers. 2. Code of conducts of non-teaching employees is distributed as per Govt. service rule. 3. The leave register of all employees are to maintain and keep record. 	
5	Preparation and submission of annual reports in due time.	
	<ol style="list-style-type: none"> 1. All annual reports are prepared and submitted the same timely. 2. Preparation for submission of AQAR to NAAC in due time by different in house committees. 	
6	Achievements	
	<ol style="list-style-type: none"> 1. Formation of celebration committee for holding Golden jubilee 2. Up gradation of college as green campus 3. Solar panel Street light installed. 4. Alumni committee are communicated for college development. 5. Indoor stadium upgraded by purchasing sports equipments under RUSA Grant. 6. Renovation works under RUSA completed (Academic and administrative buildings) 	
7	The House decided to organize the next IQAC Meeting within the month of August 2018 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 IQAC SONARI COLLEGE	 Principal SONARI COLLEGE
Co-ordinator	Principal
Sign/Date: 28/2/18	(Dr. Bimal Ch. Gogoi) Sign/Date: