

IQAC Meeting

Period: Term I of the Academic Year 2018-19

Date: 04-08-2018

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

1. Taking chair by the Chairperson
2. Objectives of the meeting 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.
7. Extension of ICT enabled Classroom for up gradation in teaching-learning process.
9. Discussion on the activity of IQAC and its progress for preparation of AQAR and SSR.
9. Discussion on Automation/ Digitalization of Library.
10. Resolutions
11. Achievements
12. Comments from chair
13. Vote of thanks

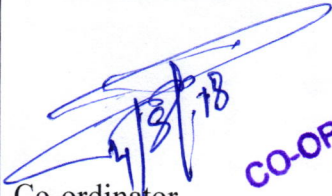
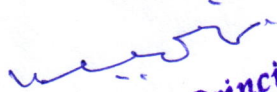
Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on 28 th February 2018	
	Minutes of the previous IQAC meeting held on 08-08-2018 discussed and confirmed	IQAC Coordinator
2	Discussion and review on the Plan of Action taken in previous meetings	
	Preparation of upcoming Golden jubilee year celebration. <ol style="list-style-type: none">1. Up gradation of college green campus and green audit done.2. Solar panel Street light installed.3. Alumni committee communicated and inform about various activity regarding college development.4. Indoor stadium upgraded by purchasing sports equipment under RUSA Grant.5. RUSA projects are about to complete.	
3.	Discussion on progress of the work of RUSA projects.	

	<ol style="list-style-type: none"> 1. RUSA projects are about to complete. 2. The RUSA activities are uploaded in RUSA MIS and Project Geo-tagging completed. 3. Partial audit of RUSA completed 4. Financial transaction of RUSA funds is through PFMS made clear. 5. Installation of additional running water facilities for girls hostels completed 6. Campus development works are completed 	
4	Discussion on progress of the work of AQAR Preparation.	
	<ol style="list-style-type: none"> 1. The in house committees prepared the reports and to submitted the IQAC. 2. IQAC is preparing the AQAR and to submit to the NAAC 3. IQAC decided to complete the process of NAAC accreditation in due time. 	
5	Plan and action on adoption of CBCS course to be implemented by the University and its future action plan.	
	<ol style="list-style-type: none"> 1. As the University is to implement the CBCS Course from 2019-20 session IQAC nominate some faculty members to send to the workshop organised in nearby college. 2. IQAC decided to hold a discussion with University authority about CBCS in the college and to invite the faculties of nearby colleges. 	
6	Extension of ICT enabled Classroom for up gradation in teaching-learning process.	
	<ol style="list-style-type: none"> 1. Two new ICT enabled class room added. 2. College is wi-fi enabled. 3. College is trying to make the college environment as learner centric. 	
7	Discussion on the activity of IQAC and its progress for preparation of AQAR and SSR.	
	<ol style="list-style-type: none"> 1. The in house committees prepared the reports and to submitted the IQAC. 2. IQAC is preparing the AQAR and to submit to the NAAC 3. IQAC decided to complete the process of NAAC accreditation in due time. 	
8	Discussion on Automation/ Digitalization of Library.	
	Library automation and digitalisation is in progress.	
9	Resolutions	
	<ol style="list-style-type: none"> 1. Third Cycle of NAAC accreditation is to be done soon as possible 2. Gear up the activity of IQAC 3. A general meeting is to be called soon regarding discussion of Golden Jubilee year celebration of the college. 	
10	Achievements	
	<ol style="list-style-type: none"> 1. RUSA projects completed partially. 2. The RUSA activities uploaded in RUSA MIS 3. Project Geo-tagging completed. 	

	4. Audit of RUSA completed partial 5. Financial transaction of RUSA funds PFMS made clear through PMS 6. Installation of additional running water facilities for girls hostels completed 7. Campus development works completed 8. Boundary wall is in progress. 9. Students excursion and NSS activities performed	
11	The House decided to organize the next IQAC Meeting within the month of April 2019 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 Sign/Date:	 Principal (Dr. Bimal Ch. Gogoi) Sign/Date:

IQAC Meeting

Period: Term II of the Academic Year 2018-19

Date: 24-04- 2019

Time: 1.00 p.m.

Venue: Teachers' Common Room

Agenda for the Meeting

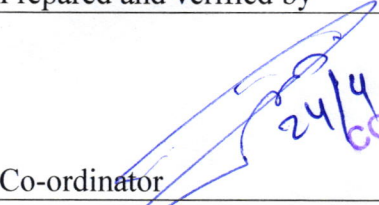
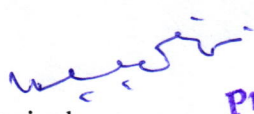
1. Taking chair by the Chairperson
2. Objectives of the meeting
3. Discussion on the minutes of the previous meeting, and its acceptance.
4. Discussion on End Semester Examination as per guidelines of University and formation of Examination Committee for HS final Examination under AHSEC
5. Discussion on preparation of new prospectus, Code of conduct of students, admission of the Students and follow-up of academic calendar.
6. Discussion on Golden Jubilee Inaugural ceremony to be solemnised on 05/08/2019.
7. Discussion on Professional Ethics of Teachers, Code of Conduct of Employees of the College and to maintain the Leave register.
8. Preparation and submission of annual reports in due time.
9. Resolutions and achievements
10. Others
11. Comments from chair
12. Vote of thanks

Minutes of the meeting:

Sl. No.	Point of Discussion	Action by
1	Review of Previous meeting held on 04-08- 2018	
	Minutes of the previous IQAC meeting held on 24-04- 2019 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 Committees are formed for all examinations.2. Results of previous year discussed and measures to be taken for drop out students.	
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 is to be prepared by including the CBCS course and academic calendar also to be prepared under Dilip Ranjan Boruah.2. Discussed the increasing demand of Honours in various subjects and to increase the seats.3. Class rooms to be increased.	

4	Discussion on Golden Jubilee Inaugural ceremony to be solemnised on 05/08/2019	
	<ol style="list-style-type: none"> 1. Discussed the inaugural ceremony of Golden Jubilee Year of the College on 05/08/2019. 2. To call the alumni committee and share the views and plans in this regard. 3. Various committees are to be formed for conducting the event. 4. Golden Jubilee reception committee is to be formed for which local educationists, renowned persons, and other well-wishers are to be invited. 	
5	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. Professional ethics and code of conduct of employees have to be maintained and other leave register is to be recorded as per Govt. rules and regulations. 	
6	Preparation and submission of annual reports in due time.	
	<ol style="list-style-type: none"> 1. All annual reports are submitted in due time. 2. AQAR to be submitted soon. 	
7	Resolutions and achievements	
	<ol style="list-style-type: none"> 1. Submission of AQAR and to prepare the NAAC SSR report for third cycle of Accreditation 2. To hold various Webinars and NAAC related activities and extension works. 3. The NSS works accelerated 4. To collect the feedbacks from students, teachers, Parents and alumni. 5. To register the alumni committee 6. To complete the RUSA projects and complete RUSA audit. 7. Purchasing of incinerator for destroying the sanitary napkins 8. Instalments of water purifier 9. Colouing of buildings 10. Additional CCTV cameras installed 11. Replacement of Bio-Metric machine 	

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
 24/4 CO-ORDINATOR IQAC SONARI COLLEGE	 Principal (Dr. Bimal Ch. Gogoi) Principal SONARI COLLEGE SONARI
Co-ordinator Sign/Date:	Principal (Dr. Bimal Ch. Gogoi) Sign/Date: