



Office of the Coordinator, IQAC  
**SANKARDEVA MAHAVIDYALAYA**

*Pathalipahar, Lakhimpur, Assam, Pin: 784163*

Website: [www.https://sdm.org.in](https://sdm.org.in), e-mail: [iqacsdm44@gmail.com](mailto:iqacsdm44@gmail.com)

Phone No.7002434690

**Minutes of the Meeting**

With the recommendation of the last IQAC meeting held on 3<sup>rd</sup> March, 2020, the next IQAC meeting was held on 9<sup>th</sup> October, 2020 at 1.00 pm at the Principal's Chamber with newly appointed Principal Dr. Sonaram Kalita, Principal/Chairman IQAC in the chair and discussed the following agendas.

**Agenda:**

1. Introduction of newly appointed members of IQAC
2. Reshuffle of the different committees and cells
3. Status of AQAR
4. Others

**Members present in the Meeting:**

1. Dr. Sonaram Kalita
2. Dr. Nitul Gogoi
3. Mr. Ajit Goswami
4. Mr. Tankeswar Dutta
5. Mr. Utpal Saikia
6. Mr. Prabin Borah
7. Mrs. Swapna Das
8. Mr. Rajib Pegu
9. Mr. Nipan Haloi
10. Mr. Nandalal Upadhyaya

**Agenda discussed and resolution taken:**

1. Confirmation of the previous IQAC meeting held on 3<sup>rd</sup> March, 2020
2. Dr. Bijoy Borah, Principal (I/C) of the college has retired from his service, so the newly appointed principal Dr. Sonaram Kalita has taken as the chairman of IQAC. As per the latest guidelines of NAAC and notification by the Principal dated 05/10/2020, the following members are entrusted as the members of the IQAC.

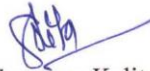
Chairman : Dr. Sonaram Kalita, Principal  
Coordinator : Dr. Nitul Gogoi, Assistant Professor, Department of Education  
Asstt. Coordinators : Mr. Rajib Pegu, Assistant Professor, Department of Geography  
Mr. Nipan Haloi, Assistant Professor, Department of Political Science  
Members : Mr. Ajit Goswami, Vice-Principal  
Mr. Tankeswar Dutta, Librarian  
Mr. Utpal Saikia, Assistant Professor, Department of Sociology

Mr. Prabin Borah, Assistant Professor, Department of English  
Mrs. Swapna Das, Assistant Professor, Department of Economics  
Mr. Nandalal Upadhyaya, Head Assistant  
Dr. Jadab Dutta, Member from Alumni  
Mr. Dipon Borah, President, Students' Union  
Mr. Bishnu Boruah, Member from Community representative

The earlier IQAC Coordinator Dr. Rakesh Sharma has handed over the charge to the new coordinator Dr. Nitul Gogoi.

3. As per the record, no AQAR's has been uploaded in the college website. Earlier all the AQARs were submitted manually. As per the guidelines all AQARs have to be uploaded in the latest format given by NAAC. Discussed the matter seriously and resolved that the new IQAC will take initiative on this matter.
4. Resolved to construct a new IQAC office for doing all the IQAC activities smoothly.

The meeting ended with thanks from the chair.



(Dr. Sonaram Kalita)  
Principal/Chairman

— IOAC  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR



(Dr. Nitul Gogoi)  
Coordinator  
IQAC

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**Minutes of the Meeting**

**Date: 19/01/2021**

**Agenda:**

1. Preparation of NAAC Assessment
2. Organise various activities/programmes
3. Status of AQAR
4. Others

**Members present in the Meeting:**

1. Dr. Sonaram Kalita
2. Dr. Nitul Gogoi
3. Mr. Ajit Goswami
4. Mr. Tankeswar Dutta
5. Mr. Utpal Saikia
6. Mr. Prabin Borah
7. Mrs. Swapna Das
8. Mr. Rajib Pegu
9. Mr. Nipan Haloi

The meeting started with a keynote speech by the coordinator IQAC and discussed the following topics under the agenda.

**Resolutions taken:**

1. Confirmation of the previous meeting held on 9<sup>th</sup> October 2020.
2. Resolved that Accreditation of NAAC 2<sup>nd</sup> cycle which is mandatory be obtained as soon as possible, for which all faculty members must cooperate.
3. All faculty members must submit latest data by filling up the prescribed self-appraisal form and fill up forms should be submitted to the IQAC coordinator at the earliest.
4. Discussed about the upcoming end semester exams and resolved that the examination committee to ensure smooth conduct of all exams while maintain SOP.
5. Activities to be conducted

Resolution: Resolved or organized the following activities-

- i) Organise Lecture series by IQAC and other cells.
- ii) Organise One day National Webinar on NAAC Accreditation.
- iii) Organise various extension activities by different committees/Cells.

6. AQARs from 2010-11 to 2014-15 were uploaded in the college website as per the guidelines of NAAC
7. Updated the new college website.
8. Inaugurated IQAC office.

The meeting ended with thanks from the chair.



(Dr. Sonaram Kalita)  
Principal/Chairman

IQAC

PRINCIPAL

SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR



(Dr. Nitul Gogoi)  
Coordinator

IQAC

(Dr. Nitul Gogoi)  
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## Minutes of the Meeting

Date: 10/09/2021

### Agenda:

1. Preparation of NAAC Assessment
2. Organise various activities/programmes
3. Present status of AQARs
4. Others

### Members present in the Meeting:

1. Dr. Sonaram Kalita
2. Dr. Nitul Gogoi
3. Mr. Ajit Goswami
4. Mr. Utpal Saikia
5. Mr. Prabin Borah
6. Mrs. Swapna Das
7. Mr. Rajib Pegu
8. Mr. Nipan Haloi

The meeting was presided over by the IQAC Chairman Dr. Sonaram Kalita. The coordinator of IQAC Dr. Nitul Gogoi explained the purposes of the meeting.

### Resolutions taken:

1. The proceeding of the last meeting was read out by the coordinator and the meeting unanimously approved the minutes of the last meeting.
2. One day National webinar on Digital Marketing in collaboration with ICT Academy on 25<sup>th</sup> September 2021.
3. AQARs from 2015-16 to 2019-20 were successfully uploaded on NAAC website and all AQARs were accepted by NAAC.
4. New college website developed and resolved to upload all relevant documents on the college website as per NAAC guidelines.
5. Discussed about the need to improve the documentation and departmental file maintenance. Resolved that all departments maintain their respective files for students, teacher's assessments and tests and other records properly.

The meeting ended with thanks from the chair.

(Dr. Sonaram Kalita)  
Principal/Chairman

IQAC

PRINCIPAL  
SANKARDEVA MAHAVIDYALAYA  
FATHALIPAHAR, LAKHIMPUR

(Dr. Nitul Gogoi)  
Coordinator  
IQAC

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Coordinator, IQAC  
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## Minutes of the Meeting

Date: 03/11/2021

### Agenda:

1. Confirmation of minutes of the previous meeting
2. Organise National seminar
3. Organise various activities/programmes
4. Conduct students' union election
5. Others

### Members present in the Meeting:


9. Dr. Sonaram Kalita
10. Dr. Nitul Gogoi
11. Mr. Ajit Goswami
12. Mr. Utpal Saikia
13. Mr. Prabin Borah
14. Mrs. Swapna Das
15. Mr. Rajib Pegu
16. Mr. Nipan Halo

The meeting was presided over by the IQAC Chairman Dr. Sonaram Kalita. The coordinator of IQAC Dr. Nitul Gogoi explained the purposes of the meeting.

### Resolutions taken:


1. The proceeding of the last meeting was read out by the coordinator and the meeting unanimously approved the minutes of the last meeting.
2. Two day National Seminar sponsored by ICHR on 29<sup>th</sup> and 30<sup>th</sup> October 2021.
3. Organise career counseling workshop by ICGC on 26<sup>th</sup> October 2021.
4. Participate in Inter-college Kabbadi competition held at Borhat College, Sivasagar.
5. Celebrate of International Human Rights Day on 10<sup>th</sup> December 2021.
6. Organise field study/field trip by various departments.
7. Conduct students' union election on 21<sup>st</sup> December 2021.

The meeting ended with thanks from the chair.

  
(Dr. Sonaram Kalita)  
Principal/Chairman

IQAC  
PRINCIPAL

SANKARDEVA MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR

  
(Dr. Nitul Gogoi)  
Coordinator

IQAC

(Dr. Nitul Gogoi)  
Coordinator, IQAC  
Sankardeva Mahavidyalaya