

**Minutes of the meeting of IQAC, Sankardeva Mahavidyalaya held on 02/06/2016  
at Principal's Room at 2.00 pm**

**Agenda:**

1. Chairing by the Principal/Chairperson
2. Purposes of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 29/04/2016
4. Discussion on the following topics:
  - a) Preparation of AQAR (2016-17)
  - b) New Admission Procedure, Plan and Policies & preparation new academic calendar
  - c) Celebration of World Environment Day
  - d) Orientation Programme for newly admitted students
  - e) Conducting workshop on Career management
5. Others

**Members present in the meeting:**


1. Dr. Mahendra Borah
2. Dr. Rakesh Sharma
3. Mr. Kosheswar Borah
4. Mr. Ajit Gowami
5. Mr. Nitul Gogoi
6. Mr. Tankeswar Dutta
7. Mr. Prabin Borah

The meeting was presided over by the IQAC Chairperson Dr. Mahendra Borah. The purposes of the meeting were explained by the IQAC Coordinator Dr. Rakesh Sharma. Proceeding of the previous meeting was read out by him and it was confirmed without having to do any correction. The following points were discussed and decisions were taken:

1. The members discussed about the preparation of AQAR and the chairperson asked the coordinator to make necessary action for preparation and send immediately to NAAC. It was resolved that all HoDs are asked to submit their department profile within the month of September.
2. The meeting decided that the admission process will start from 10<sup>th</sup> June and closed on 20<sup>th</sup> June, 2016. The admission process will conduct by Mr. Utpal Saikia, Assistant Professor, Department of Sociology. He will be assisted by Mr. Prabin Kakati, Assistant Professor, Department of History, Mrs. Bijaya Konwar, Assistant Professor, Department of Political Science. The meeting authorized to Academic Advisory Committee & IQAC to prepare an academic calendar for the session 2016-17. The meeting is also resolved that classes will be commenced from 24<sup>th</sup> June, 2016.
3. The meeting also resolved that World Environment Day will celebrate with the collaboration of NSS.
4. The meeting has decided to organize an alumni meet in the month of August and responsibility has given to Alumni Committee to organize said meeting.

5. The meeting resolved that a Induction programme will be organized for newly admitted students in the last part of June as well as the Library will also organize an Orientation programme for B.A 1<sup>st</sup> semester students.
6. The members present expressed their views about organizing a workshop on career management. It was resolved that it will be held on second week of August.

At last Chairperson of the IQAC express his views and no other agenda to discuss, the meeting ended with vote of thanks.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR

  
Coordinator  
IQAC  
Sankardeva Mahavidyalaya

**Minutes of the meeting of IQAC, Sankardeva Mahavidyalaya held on 03/09/2016  
at Principal's Room at 2.00 pm**

**Agenda:**

6. Chairing by the Principal/Chairperson
7. Purposes of the meeting
8. Approval of the proceeding of the last IQAC meeting held on 02/06/2016
9. Discussion on the following topics:
  - a) Celebration of Death Anniversary of Srimanta Sankardeva
  - b) Conducting UGC sponsored National Seminar
  - c) Others


**Members present in the meeting:**


1. Dr. Mahendra Borah
2. Dr. Rakesh Sharma
3. Mr. Kosheswar Borah
4. Mr. Ajit Gowami
5. Mr. Nitul Gogoi
6. Mr. Tankeswar Dutta
7. Mr. Prabin Borah
8. Mr. Khagendra Nath Borah

A meeting of the IQAC was held on 3<sup>rd</sup> September, 2016 at 2.00 pm in the presence of the above members and under the Chairperson of Dr. Mahendra Borah, Principal of this college in the Principal's room to discuss the above agenda. The purposes of the meeting were explained by the IQAC Coordinator Dr. Rakesh Sharma. Proceeding of the previous meeting was read out by him and it was confirmed without having to do any correction. The following points were discussed and decisions were taken:

1. The house discussed to celebrate the Death Anniversary of Srimanta Sankardeva.
2. The house decided to make different committees for organizing the UGC sponsored National seminar which is scheduled on 15<sup>th</sup> -16<sup>th</sup> September.
3. The members of the house expressed their views about the need of Parent-Teacher meeting. It was resolved that parents-teachers meeting will be held on 3<sup>rd</sup> week of October, 2016.
4. The house discussed about the distribution of students feedback form to the students of 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester students. It was resolved that feedback forms should be distributed during the semester exam form fill up and collected back at the time examination.

At last Chairperson of the IQAC express his views and no other agenda to discuss, the meeting ended with vote of thanks.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAH, LAKHIMPUR

  
Coordinator  
IQAC  
Sankardeva Mahavidyalaya

**Minutes of the meeting of IQAC, Sankardeva Mahavidyalaya held on 12/11/2016  
at Principal's Room at 2.00 pm**

**Agenda:**

1. Chairing by the Principal/Chairperson
2. Purposes of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 03/09/2016
4. Discussion on the following topics:
  - a) Organize a lecture programme on Sankardeva's Life, Philosophy & Writings
  - b) Formation of Research Cell
  - c) Others

**Members present in the meeting:**

1. Dr. Mahendra Borah
2. Dr. Rakesh Sharma
3. Mr. Kosheswar Borah
4. Mr. Ajit Gowami
5. Mr. Nitul Gogoi
6. Mr. Tankeswar Dutta
7. Mr. Prabin Borah
8. Mr. Khagendra Nath Borah
9. Mr. Biju Hazarika

A meeting of the IQAC was held on 12<sup>th</sup> November, 2016 at 2.00 pm in the presence of the above members and under the Chairperson of Dr. Mahendra Borah, Principal of this college in the Principal's room to discuss the above agenda. The purposes of the meeting were explained by the IQAC Coordinator Dr. Rakesh Sharma. Proceeding of the previous meeting was read out by him and it was confirmed without having to do any correction. The following points were discussed and decisions were taken:

1. The house discussed to organize a lecture programme on Sankardeva's Life, Philosophy & Writings under the banner of Sankardeva Study Centre.
2. The Research Cell was formed as per the decision of the meeting. Mrs. Bijaya Konwar appointed as Coordinator of this cell.

At last Chairperson of the IQAC express his views and no other agenda to discuss, the meeting ended with vote of thanks.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR

  
Coordinator  
IQAC  
Sankardeva Mahavidyalaya

**Minutes of the meeting of IQAC, Sankardeva Mahavidyalaya held on 22/01/2017  
at Principal's Room at 1.30 pm**

**Agenda:**

1. Chairing by the Principal/Chairperson
2. Purposes of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 12/11/2016
4. Discussion on the following topics:
  - a) Organize an Awareness & Clean Up Programme
  - b) Preparation of Teaching Time Table for odd semester students
  - c) Celebration of Republic Day & Swarasati Puja
  - d) Others

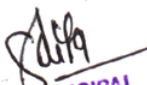
**Members present in the meeting:**


1. Dr. Mahendra Borah
2. Dr. Rakesh Sharma
3. Mr. Kosheswar Borah
4. Mr. Ajit Gowami
5. Mr. Nitul Gogoi
6. Mr. Tankeswar Dutta

A meeting of the IQAC was held on 22<sup>nd</sup> January, 2017 at 1.30 pm in the presence of the above members and under the Chairperson of Dr. Mahendra Borah, Principal of this college in the Principal's room to discuss the above agenda. The purposes of the meeting were explained by the IQAC Coordinator Dr. Rakesh Sharma. Proceeding of the previous meeting was read out by him and it was confirmed without having to do any correction. The following points were discussed and decisions were taken:

1. The house discussed to organize an awareness programme on Common Diseases and its Remedies in the college adopted village. The meeting was also resolved that a two days cleanup programme will organize by NSS on 13<sup>th</sup> -14<sup>th</sup> February, 2017 at Rup Jyoti M.E School.
2. The meeting resolved to entrust the responsibility to prepare teaching time table to Vice-principal & IQAC Coordinator.
3. The meeting has decided to celebrate Republic Day & Swarasati Puja.
4. The meeting has taken resolution to organize a workshop on "Scientific Tricks and Tactics" to manage the stress during competitive and college examination.

At last Chairperson of the IQAC express his views and no other agenda to discuss, the meeting ended with vote of thanks.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR

  
Co.ordinator  
IQAC  
Sankardeva Mahavidyalaya

**Minutes of the meeting of IQAC, Sankardeva Mahavidyalaya held on 25/04/2017  
at Principal's Room at 2.30 pm**

**Agenda:**

1. Chairing by the Principal/Chairperson
2. Purposes of the meeting
3. Approval of the proceeding of the last IQAC meeting held on 22/01/2017
4. Discussion on the following topics:
  - a) Updated Departments Profile
  - b) Distribution of feedback form
  - c) Others


**Members present in the meeting:**


1. Dr. Mahendra Borah
2. Dr. Rakesh Sharma
3. Mr. Kosheswar Borah
4. Mr. Ajit Gowami
5. Mr. Nitul Gogoi
6. Mr. Tankeswar Dutta
7. Mr. Khendra Nath Borah
8. Mr. Biju Hazarika

A meeting of the IQAC was held on 25<sup>th</sup> April, 2017 at 2.30 pm in the presence of the above members and under the Chairperson of Dr. Mahendra Borah, Principal of this college in the Principal's room to discuss the above agenda. The purposes of the meeting were explained by the IQAC Coordinator Dr. Rakesh Sharma. Proceeding of the previous meeting was read out by him and it was confirmed without having to do any correction. The following points were discussed and decisions were taken:

1. The meeting was decided to update all department profile and submit to IQAC. IQAC Coordinator will upload all data in the institutional website.
2. The house discussed about the distribution of students feedback form to the students of 2<sup>nd</sup>, 4<sup>th</sup>, & 6<sup>th</sup> semester students. It was resolved that feedback forms should be distributed in the semester exam form fill up and collected back at the time examination.

At last Chairperson of the IQAC express his views and no other agenda to discuss, the meeting ended with vote of thanks.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR

  
Coordinator  
IQAC  
Sankardeva Mahavidyalaya