



# OFFICE OF THE PRINCIPAL **SIBSAGAR GIRLS' COLLEGE**

SIVASAGAR:: ASSAM

(Re-Accredited by NAAC)

**MODEL DEGREE COLLEGE (RUSA)**

**ANU SARMA, M.A.**  
Principal In-charge

Phone: 03772-232778 Fax:03772-222385  
E-mail: principalsgc@yahoo.co.in  
Website : www.sibsagargirlscollege.org.in

Ref. No.

Date:- 14/10/17

## **Internal Quality Assurance Cell, Sibsagar Girls' College**

The Executive Committee Meeting of IQAC, Sibsagar Girls' College was held on 14<sup>th</sup> October, 2017 at 1.00 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

### **Members Present in the Meeting**

Total 6 Members Present in the meeting (Signature Attached)

Proceedings prepared by

  
Sanjay Das

IQAC Co-ordinator  
Sibsagar Girls' College

Proceedings approved by

• Anu Sarmah  
Principal  
Sibsagar Girls' College



  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar

**Agenda:**

- 1) Confirmation of earlier proceedings
- 2) Organization of a lecture in memory of the founder principal of the college.
- 3) Organization of student-oriented talk series.
- 4) Determination of plan of action for introduction of CBCS course under Dibrugarh University.
- 5) Arrangement of some charity work for the orphaned and physically challenged child as an act of social responsibility

**Resolutions:**

1. A lecture series in the memory of the founder principal of the college and eminent literateur Late Biren Borkotoky will be organized by the college. Famous academician of Assam Dr. Amarjyoti Chudhuri, former Vice Cancellor (Academic) of Tezpur University will be invited to deliver the first lecture.
2. Student-oriented talk series will be organized by the individual departments of the college related to their specific syllabus.
3. A one day workshop will be conducted for the teaching faculties of the college as well as the neighbouring college on '**The Process of Implementation of CBCS at the UG level**'. Experts from the affiliating university as well as from other institutes who have already implemented CBCS course will be invited as resource persons for sharing their knowledge.
4. As part of social responsibility of a higher educational institute, a coloured LED TV will be donated to **Kaumudalay**, a premier orphanage for physically challenged children of Sivasagar district. Student Union of the college will also be involved in this extension activity.
5. The IQAC executive committee will be reconstituted very soon as per the latest guidelines for the composition of IQAC by NAAC.



*Annu Samrah*  
Principal Incharge  
Sibsagar Girls  
Sivasagar - 785617  
Assam

**Actions Taken:**

1. Independence Day was celebrated in the college in an eventful manner. The college NCC team got 2<sup>nd</sup> prize in the parade competition organized by Sivasagar district administration.
2. A psychological counselling session on 4<sup>th</sup> October, 2016 and a popular talk on 'De-stressing the stress in day to day life' were held on 27<sup>th</sup> April, 2017 to sensitize the students about mental health issues. A one day workshop on 'Beauty and Wellness' was organized (under UGC Community College Scheme) on 22<sup>nd</sup> September, 2016 keeping in mind the personal grooming of the students.
3. AQAR data collection of the academic year 2017-18 is satisfactorily going on.

**Members present in the meeting:**

1. 
2. 
3. 
4. 
5. 
6. 





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Website : www.sibsagargirlscollege.org.in

Ref. No.

Date:- 06/03/18

**Staff Meeting held on 6<sup>th</sup> March,2018**

**Internal Quality Assurance Cell, Sibsagar Girls' College**

A staff meeting was convened by IQAC, Sibsagar Girls' College on 6<sup>th</sup> March,2018 at 2.00 P.M. at Teacher's Common Room of the college.

The list of members present in the meeting (signatures attached).

Proceedings prepared by

  
Sanjay Das

IQAC Co-ordinator

Proceedings approved by

  
Anu Sarmah



Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam

## **Agenda of the Meeting:**

1. Confirmation of earlier proceedings
2. Discussion on the work progress of IQAC regarding 3<sup>rd</sup> Cycle of NAAC accreditation
3. Selection of new IQAC Co-ordinator
4. Miscellaneous matters

## **Resolutions:**

1. The procedure of SSR preparation for the 3<sup>rd</sup> Cycle of NAAC accreditation of the college will be expedited with immediate effect which was kept in abeyance by the two former principals—Dr. H. K. Phukan and Dr. Leela Mahanta Borchetia respectively.
2. College Governing Body will be informed about the negligence of the two previous Principals cum Chairpersons of IQAC for their willful delay regarding the process of NAAC accreditation. G.B. will be requested to send show cause notice to the two principals for their negligence.
3. Pending AQARs for the period of 2016-17 and 2017-18 will be uploaded in the NAAC portal as early as possible and the responsibility is given to the joint coordinators of IQAC Sanjay Das and Abhijit Borpuzari.



*Anu Boruah*

**Principal Incharge**  
**Sibsagar Girls' College**  
**Sivasagar - 785640**  
**Assam**

4. IQAC will be reconstituted as per the latest guidelines of NAAC. The names of Dr. Bimal Dutta and Dr. Kritanjali Konwar are suggested as the new Coordinator and Assistant Coordinator of IQAC respectively and sent for the approval of Governing Body.
5. The principal-in-charge and Chairperson of IQAC, Ms. Anu Sarmah will nominate the other members of the IQAC executive committee according to the approval of Governing Body.

#### **Action Taken:**

1. The first Late Biren Borkotoky(founder principal of the college and prominent Assamese writer) Memorial Lecture was held on 24<sup>th</sup> November, 2017. Dr. Amarjyoti Chaudhuri, eminent scientist writer and former Vice Cancellor (Academics), Tezpur University had delivered the lecture on "*Kristi—Digh aru Bani*".
2. A coloured TV was donated on 18<sup>th</sup> January, 2018 to *Komudalaya*, a premier orphanage of physically challenged children as a part of social responsibility of the college.
3. Student oriented talk was organized on 'Personal hygiene and its importance among girl students', dated 29<sup>th</sup> November, 2017.
4. Awareness programme on Anti ragging was organized (26/06/17).
5. Data collection for the online submission of AQARs are going on.



*Anu Sarmah*

Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785644  
Assam





1. Anu Sarma

2. ~~Signature~~

3. ~~Signature~~

4. ~~Signature~~ 6/6/2018

5. ~~Signature~~

6. ~~Signature~~ 6.3.18

7. ~~Signature~~ 6/6/2018

8. ~~Signature~~ 6/6/2018

9. ~~Signature~~ 6/6/2018

10. ~~Signature~~

11. ~~Signature~~

12. ~~Signature~~ 06/06/2018

13. ~~Signature~~

14. ~~Signature~~

15. ~~Signature~~ 06/06/2018

16. ~~Signature~~ 06/03/2018

17. ~~Signature~~ 06/06/2018

18. ~~Signature~~

19. ~~Signature~~ 6/6/2018

20. ~~Signature~~ 6/6/2018

21. ~~Signature~~ 6/6/2018

22. ~~Signature~~ 6/06/2018

23. ~~Signature~~ 6/06/2018

24. ~~Signature~~ 6/3/18

25. ~~Signature~~ 06/06/2018

26. ~~Signature~~

27. ~~Signature~~ 06-03-2018

28. ~~Signature~~ 06-03-2018

29. ~~Signature~~ 06/03/18

30. ~~Signature~~

31. ~~Signature~~ 06/03/2018

32. ~~Signature~~

Anu Sarma  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam



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## Proceedings of IQAC Executive Committee Meeting

### Internal Quality Assurance Cell, Sibsagar Girls' College

The last Executive Committee Meeting of IQAC, Sibsagar Girls' College under the chairmanship of the present principal Ms. Anu Sarmah, was held on 23<sup>rd</sup> April, 2018 at 1.00 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

Total 09 Members Present in the meeting (Signature Attached)


Proceedings prepared by

Proceedings approved by

  
Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

(Dr. Bimal Dutta)



  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam

(Ms. Anu Sarmah)



**Meeting of IQAC, SGC,**

**Date: 23.04.2018**

**Time: 12.00 AM to 3.00 PM**

**Venue: Principal' Room**

**Agenda:**

1. To discuss on academic activities:

- a) College Time Table – College Routine,
- b) Implementation of Students Feedback System,
- c) LCD Projector facilities in Class Rooms,
- d) Field Studies for Students (Departmental/General)

2. To discuss on College Website status,

3. IQAC Office arrangement,

4. To discuss on various activity monitoring cells:

- a) NCC, b) NSS, c) Community Service Cell, d) Career Counselling Cell, e) Women Studies Cell, f) Research Promotion Cell, g) Games & Sports Cell, h) Library Cell, i) College Hostel Cell.

5. To discuss on database searching for IQAC,

6. To discuss on proposed work plan of different Departments and Cells for 2018 - 2019 Session  
(1<sup>ST</sup> July, 2018 to 30<sup>TH</sup> JUNE, 2019),

7. Selection/Appointment of remaining Members of IQAC.

8. Any other .....



Date: 23.04.2018

## Proceedings:

IQAC executive meeting held on the 23<sup>rd</sup> April, 2018 was presided over by ~~the~~ Mrs. Anu Sarmah, Principal i/c & Chairperson of IQAC, Sibsagar Girls' College. Coordinator, Dr. Bimal Dutta briefed the members about the agenda to be discussed and read out the rules and regulation of the IQAC running in the College & functions.

### Following resolutions were taken:

- 1. College Time Table:** There may be in need of changing the college time table in view of the ensuing CBCS <sup>System</sup> to be implemented. The body <sup>suggested</sup> ~~opined~~ for the change of the Routine with an idea of keeping Major Classes in the afternoon session. There be formed a Routine Preparatory Committee (R.P.C.) covering both CBCS and existing system. Coordinator of IQAC will monitor R.P.C. and the body proposed the name of Dr. Jimli Borah, Mrs. Bornali Lahkar (from Arts) and Mr. Pranjal Rajkhowa (from Science) for R.P.C.
- 2. Implementation of Student Feedback:** Coordinator explained the need of the Student Feedback in the college. He <sup>System</sup> ~~opined~~ <sup>suggested</sup> the need of making this idea familiar with the students, The members discussed in detail the judicious implementation of the Students Feedback System.
- 3. Projector facilities in Class Rooms:** The members discussed the use of the Projector Facilities in the classes. Members urged the Principal to take necessary action in this regard. The facility be implemented in the General English Class Room. A resolution was taken to fulfil the immediate requirement of the Home Science Department, the existing Projector of Room No. UGC-2 will be transferred to Home Science Department. Another resolution was taken that the use of Projector Facility should also be mentioned in the College Routine.
- 4. Students Field Study:** College should encourage for field study in the departments. A resolution was taken that each Department should arrange at least one Field Study in a Semester.



- 5. The College website status:** The members discussed the up gradation of college website. The Coordinator briefed the members about the existing non-functional state of college Website. They also discussed in detail the process of the online admission. They proposed for a Web Management Cell where Computer Faculty member should be included including the Coordinator and S. P. Mili.
- 6. IQAC Office arrangement:** The members requested Principal to provide <sup>a</sup> Room for IQAC. The members urged the authority to allot Room No. 5 for the same. Members requested the Principal for appointing Secretarial Assistant and the Remuneration be adjusted from the college as per guidelines of IQAC.
- 7. Database search:** Members discussed the previous Databases of IQAC prior to the formation of the new IQAC. The IQAC Coordinator requested the former Coordinator for previous Assessment Report including Recommendation of Peer Team of NAAC. The members are of the opinion that the AQAR of the 2014-2015 and subsequent years be prepared for documentation.
- 8. Work plan for the year 2018 – 2019:** The Work Plan of each Department and Management Cell of IQAC for the year 2018 – 2019 will be collected within May, 2018 to prepare the Work Plan of IQAC for the same.
- 9. Formation of Management Cells under IQAC:** Different Cells under IQAC to be formed. There should be different Cells headed by Coordinator. The Cell- Coordinators will have joint seating with the IQAC Coordinator. The <sup>body has</sup> ~~members~~ formed the following Cells:
- i) NCC Cell
  - ii) NSS and Community Service Cell,
  - iii) Career Counselling Cell,
  - iv) Women Study and Student Counselling Cell,





- v) Research Promotion Cell,
- vi) Games and Sports Cell,
- vii) Library Cell,
- viii) College Hostel Cell,
- ix) Grievance and Redressal Cell,
- x) Health and Hygiene Cell,
- xi) Financial Advisory Cell.

10. Selection/Appointment of IQAC members: Following members were anonymously selected to fulfil the requiring members for IQAC of the College:

- i) Student Member by default: General Secretary of the Student Union,
- ii) Alumnae Member: Mrs. Jyoti Dutta, Ex-Head Mistress of Adarsha Shishu Bhaban, Sivasagar,
- iii) Senior Administrative Officer Member: Dr. Ripun Borpujari, District Medical Officer.
- iv) Governing Body Member: Member be selected from Vice Chancellor Nominee (New).

11. **Any Others:** The members are of the opinion that <sup>any</sup> Members opted or included in the different Cells are to give written reason for the refusal to be the Cells, if they do.



Principal Incharge  
Sivasagar Girls' College  
Sivasagar - 785640  
Assam

## Meeting of IQAC, Sibsagar Girls' College

Date: 23.04.2018

12 AM to ..... 3 P.M.

Member's Name	Signature
1. Mrs. Anu Sarmah, Principal i/c & Chairperson	Anu Sarmah
2. Dr. Bimal Dutta, Coordinator	Bimal Dutta
3. Dr. Kritanjali Konwar, Assistant Coordinator	Kritanjali Konwar 23/04/18
4. Dr. Nazrin Ahmed, Vice Principal i/c & Member	Nazrin Ahmed 23/04/18
5. Mr. Samarjeet Choudhury, Member	
6. Mr. Pranab Jyoti Bharali, Member	Pranab Jyoti Bharali
7. Mrs. Deep Joonali Bhuyan, Member	Deep Joonali Bhuyan 23/04/18
8. Mr. Sanjoy Das, Member	Sanjoy Das
9. Mr. Shiva Prasad Mili, Member	Shiva Prasad Mili 23.4.18
10. Ms. Rajashree Dutta, Member	
11. Mr. Promud Gogoi, Member	Promud Gogoi





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E-mail: principalsgc@yahoo.co.in  
Website : www.sibsagargirlscollege.org.in

## Proceedings of IQAC Executive Committee Meeting

### Internal Quality Assurance Cell, Sibsagar Girls' College

The last Executive Committee Meeting of IQAC, Sibsagar Girls' College under the chairmanship of the present principal Dr. Nazrin Ahmed, was held on 20th September, 2018 at 1.00 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

Total 09 Members Present in the meeting (Signature Attached)


Proceedings prepared by

Proceedings approved by

Dr. Bimal Dutta

Dr. Nazrin Ahmed

  
Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam





### **Agenda of the Meeting:**

1. Confirmation of previous proceeding
2. Discussion on online submission of pending AQAR
3. Discussion on holding awareness programmes for students and teachers on Intellectual property rights.
4. Others

### **Resolutions Taken:**

1. NAAC Head Office and NAAC Adviser for North-East region will be contacted via phone or e-mail to find a solution for the online submission of the pending AQARs for the period of 2014-15, 2015-16 and 2017-18 along with the current year (2018-19) as the hard copies of those AQARs were already prepared and approved by G.B. also. The present Coordinator of IQAC, Dr.Bimal Dutta will be given the responsibility to reconnect with NAAC Head Office.
2. Awareness programme on Intellectual Property Rights for students as well as teachers will be organized during the session 2018-19.
3. Emphasis will be given on organizing more awareness programmes on women health and menstrual hygiene as part of quality initiative and best practice during this year. Sanitary Pad vending machine and incinerator will be inserted in both Arts and Science Campus of the college keeping in mind the comfort of the girls' students during the time of their menstruation.

### **Action Taken Report:**

1. College time table was prepared by Routine Preparation Committee for both newly introduced CBCS and existing Non-CBCS students.
2. Student's feedbacks are collected and analysis of the data is going on.
3. Quotations are invited for the reconstruction of the college website and the quotations are sent to the college Governing Body for selection of the vendor .
4. New NSS Co-ordinator was appointed by the Principal as per the recommendation of IQAC.
5. Publication of a research-oriented book is going on under the research promotion cell of IQAC.

18AC Meeting. Dated. 22.09.2018.  
venue: Principal office

① Members' Present

1. ~~A~~

2. ~~F~~

3. Samrat Chowdhury

4. Deepjyoti Bhunia

5. Shiva Prasad Mishra Sp. In-charge

6. Pradeep Soti Dhanraj

7. Sanjay Das

8.

9.

10.

11. Kritanjali Karwar

12. Rajashree Dutta





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Website : www.sibsagargirlscollege.org.in

## Proceedings of IQAC Executive Committee Meeting

### Internal Quality Assurance Cell, Sibsagar Girls' College

The last Executive Committee Meeting of IQAC, Sibsagar Girls' College under the chairmanship of the present principal Dr. Nazrin Ahmed, was held on 27th February, 2019 at 1.50 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

Total 14 Members Present in the meeting (Signature Attached)

Proceedings prepared by

  
Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

Proceedings approved by

  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam





**Date: 27.02.2019**

**Meeting of IQAC, SGC**

**Time: 12.00 AM**

**Venue: Principal's Room**

**Agenda:**

1. Purpose of the Meeting,
2. Reading of the Proceeding of the last IQAC Meeting, Dated. 23<sup>rd</sup> July, 2018 and discussion,
3. Discussion on Students Feed Back System implementation,
4. Discussion on A.P.I. related matters,
5. Discussion on the College Web-site related matters,
6. Discussion on Unnat Bharat Avhiyan related matters,
7. Any others....



Date: 27.02.2019

**Proceedings:**

IQAC executive meeting, held on the 27<sup>th</sup> February, 2019, was presided over by Dr. Nazrin Ahmed, Principal i/c & Chairperson of IQAC, Sibsagar Girls' College. Dr. Bimal Dutta, Coordinator, IQAC, briefed the members about the agenda to be discussed and read out the proceeding of previous meeting.

**In the Meeting following Resolutions were taken:**

**1. AQAR of Blocked period:**

The meeting entrusted the previous IQAC Staff to prepare AQAR of the blocked period (i.e., for the years: 2014 - 2015, 2015 - 2016 <sup>2016-2017</sup> and 2017 - 2018) within a month, i.e., by the 31<sup>st</sup> March 2019.

**2. Student Feed Back System:**

Students Feedback System be implemented from this session as per the guidelines introduced by NAAC covering all students belonging the three Semesters. Departmental faculty members will take part to impart knowledge, understanding and importance of Student Feed Back System in Teaching-Learning System among the students. Further, Students Feed Back forms will be provided by IQAC office for all Departments. Meeting entrusted the Head of the Departments to implement the Student Feed Back processes in their respective Departments.

**3. A.P.I. related matters:**

For the purpose of screening of A.P. I. related matters a Screening Committee is formed consisting of following members:

**Coordinator:**

Dr. Bimal Dutta, IQAC Coordinator

**Members:**

- i. Mr. Buddhin Misra, Vice-Principal i/c
- ii. Dr. Rita Borkakoty, Associate Professor
- iii. Mrs. Utpala Gohain Chamua, Associate Professor

In another resolution, Sri Achinta Borah is selected as Office Assistant for smooth functioning of IQAC office.



#### **4. College Web-site related matters:**

The earlier Agreement with Web Service Provider of the college is decided to withdraw and a new Agreement with a new Service Provider be started after March, 2019. Meeting has suggested during the selection of Service Provider preference should be given to the local Service Providers. Further, Mr. Abhijit Borpuzari and Mr. Samarjeet Chuodhury of the college, has been entrusted with the task of selection of Service Providers.

#### **5. UBA Cell:**

To conduct various activities under the scheme of Unnat Bharat Abhiyan (UBA), a cell is formed consisting of following members:

##### **Coordinator:**

Dr. Bimal Dutta, Coordinator, IQAC

##### **Members:**

- i. Dr. Kishore Kr Deuri
- ii. Sri Sanjoy Das
- iii. Dr. Kritanjali Konwar
- iv. Sri Abhijit Borpuzari
- v. Dr. Santana Dowarah Handique
- vi. Sri Madine Hazarika
- vii. Sri Plavan Bhuyan

#### **6. Library of Science Campus:**

A resolution is taken that the existing Library in the Science Campus be closed down, the Departmental Libraries in the Science Campus, instead, be upgraded to a level.





## Meeting of IQAC, Sibsagar Girls' College

Date: 27.02.2019

12 AM to .....

Member's Name:

Attended Member's Signature

1. Dr. Nazrin Ahmed, Principal i/c & Chairperson, IQAC
- 2 Dr. Bimal Dutta, Coordinator, IQAC
3. Sri Buddhin Misra, Vice Principal i/c, Member
4. Dr. Kritanjali Konwar, Assistant Coordinator, IQAC
5. Sri Samarjeet Choudhury, Member
6. Mrs. Deep Joonali Bhuyan, Member
7. Sri Pranab Jyoti Bharali, Member
8. Sri Sanjoy Das, Member
9. Sri Shiva Prasad Mili, Member
8. Ms. Rajashree Dutta, Member
10. Sri Abhijit Borpuzari, Member
11. Sri Promud Gogoi, Member
12. Dr. Hemanta Kr. Boruah, Administrative Officer Member
13. Dr. Profulla Kalita, G.B. Member
14. Mrs. Jyoti Dutta, Alumnae Member





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## Proceedings of IQAC Executive Committee Meeting

### Internal Quality Assurance Cell, Sibsagar Girls' College


The last Executive Committee Meeting of IQAC, Sibsagar Girls' College under the chairmanship of the present principal Dr. Nazrin Ahmed, was held on 13th August, 2019 at 1.00 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

Total 10 Members Present in the meeting (Signature Attached)

Proceedings prepared by

  
Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

Proceedings approved by

  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam



IQAC Meeting - Dated, 13/08/19

## Agenda of the Meeting

1. Purpose of the meeting
2. Reading of the proceedings of the previous IQAC Meeting held on 27<sup>th</sup> February, 2019
3. Discussions on the proceedings of the Previous Meeting
4. Discussion on the letter received from Secretary to the Govt. of Assam, HE Dept. and Mission Director, RUSA Assam [No. AHEC (RUSA) 204/2019/73/2241]
5. Any other matters
6. Vote of Thanks.

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## **IQAC Meeting**

**Date: 13.8.2019**

**Venue: Principal's office**

### **Proceedings:**

1. Since the previous IQAC Committee was not able to submit the AQAR by 31<sup>st</sup> March, 2019, an extension has been allowed to them to submit the pending AQAR by **31<sup>st</sup> August, 2019**. Mr. Monoranjana Yein will further help them in this regard.
2. Discussion on the letter from Higher Education Department & Mission Director of RUSA, Assam (dated 5<sup>th</sup> Aug, 2019) regarding submission and uploading of AQAR by **31<sup>st</sup> December, 2019**.
3. A decision has been taken to form **7 (seven)** core groups to look into the urgent matter at hand. A time period of **15 (fifteen)** days will be given to each group to complete the allotted task of collecting and compiling the data from **July, 2018 to June, 2019**, that is **1 (one)** year and hand it over to IQAC managing committee by 31<sup>st</sup> August, 2019.
4. The IQAC office bearers will be found in their respective office (near RUSA office) from 2pm onwards. In case of emergency, they may even be contacted during class hours.
5. The assessment criteria for already received feedbacks will be prepared by Mr. Samarjit Chowdhury and Mr. Abhijeet Borpujari and further the analysis will be done by respective departments.
6. The list of the new in charge(s) to look into the matter and complete the data sheet are as follows:

#### **CRITERION I: CURRICULAR ASPECTS:**

Mrs. Sangeeta Hazarika ( Convenor), Mr. Mahan Ranjan Dutta, Mrs .Dipsikha Dutta Bhuyan, Mrs. Gayatri Mohan

#### **CRITERION II: LEARNING AND EVALUATION:**

Mrs. Utpala Gohain Chamuah, Dr. Salma Nasreen, Dr. Rantu Gohain (Convenor), Mrs. Kakali Sonowal

#### **CRITERION III: RESEARCH, INNOVATIONS AND EXTENSION:**

Dr. Jimlee Bharali, Mr. Shiva Prasad Mili (Convenor), Mrs. Chitraklekha Gogoi, Ms. Rajashree Dutta

#### **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES:**



Mr. Madine Hazarika (Convenor), Dr. Santana D. Handique, Mr. Abhijeet Borpujari

**CRITERION V: STUDENT SUPPORT AND PROGRESSION**

Mrs. Gairika Devi (Convenor), Dr. Kishore Kr. Deori, Mrs. Nibedita Baruah, Mr. Zakir Hussain.







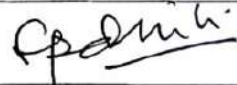
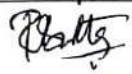

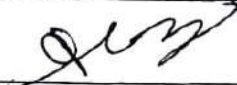
**CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Mr. Bhaskar Dutta. Mr. Bidyut Baruah (Convenor), Mr. Pranab Bharali, Mrs. Barnali Lahkar

**CRITERION VII: INSTITUTIONAL VALUES AND BEST PRACTICES**

Dr. Rita Borkotoky (Convenor), Dr. Rashmi R. Gogoi, Dr. Rajashree Phukan

7. In another resolution, all members urge the Principal i/c to arrange LCD Projector facility in the class Rooms especially in Room Nos. 4, 11, 7 and 8+9 as early as possible.

<u>Member's Name:</u>	<u>Signature</u>
1. Sri Buddhin Misra, Vice Principal i/c, Member	
2. Dr. Kritanjali Konwar, Assistant Coordinator, IQAC	
3. Sri Samarjeet Choudhury, Member	
4. Mrs. Deep Joonali Bhuyan, Member	
5. Sri Pranab Jyoti Bharali, Member	
6. Sri Sanjoy Das, Member	
7. Sri Shiva Prasad Mili, Member	
8. Ms. Rajashree Dutta, Member	
9. Sri Abhijit Borpuzari, Member	
10. Sri Promud Gogoi, Member	



# OFFICE OF THE PRINCIPAL **SIBSAGAR GIRLS' COLLEGE**

SIVASAGAR:: ASSAM

*(Re-Accredited by NAAC)*

*MODEL DEGREE COLLEGE (RUSA)*

**Mr. Buddhin Misra**

M.A., M.Phil., L.L.B.

Principal In-charge

Phone: 03772-232778 Fax:03772-222385

E-mail: principalsgc@yahoo.co.in

Website : www.sibsagargirlscollege.org.in

## Proceedings of IQAC Executive Committee Meeting

### Internal Quality Assurance Cell, Sibsagar Girls' College

The last Executive Committee Meeting of IQAC, Sibsagar Girls' College under the chairmanship of the present principal Dr. Nazrin Ahmed, was held on 12<sup>th</sup> Decemberr, 2020 at 12-30 P.M. at Teachers' Common Room of Sibsagar Girls College, Sivasagar.

Total 07 Members Present in the meeting (Signature Attached)

Proceedings prepared by

  
Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

Proceedings approved by

  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam





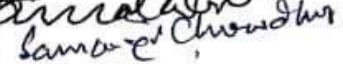
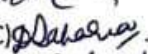
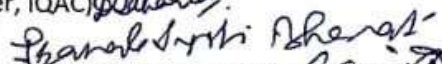




**PROCEEDINGS OF THE MEETING OF THE EXECUTIVE BODY OF IQAC, SIBSAGAR GIRLS' COLLEGE (12.12.20)**

Today, on 12<sup>th</sup> December, 2020, a meeting was held among the members the Executive Body of IQAC, Sibsagar Girls' College, Sivasagar at Teacher's Common Room at 12.30 PM as per the agenda given below:

- i) Discussion on NAAC Assessment and accreditation
- ii) Discussion on signing MoU with ICT Academy
- iii) Miscellaneous subjects

The Following executive members of IQAC were present in the meeting—

1. Abdul Hamid (Vice Principal) 
2. Dr. Bimal Dutta (Co-ordinator, IQAC) 
3. Samarjit Choudhury (Executive Member, IQAC) 
4. Deepjonalee Bhuyan Saharia (Executive Member, IQAC) 
5. Pranab Jyoti Bharali (Executive Member, IQAC) 
6. Sanjay Das ((Former IQAC Co-ordinator and present Executive Member) 
7. Kritanjali Konwar (Assistant Co-ordinator, IQAC) 

The Vice Principal of the college presided over the meeting where the IQAC Co-ordinator, Dr. Bimal Dutta explained in front of the members about the urgent need to apply for NAAC assessment and reaccreditation as per the recent order of Department of Higher Education, Govt. of Assam. The members too supported his view regarding the plan of execution of the process of applying for NAAC accreditation. The following decisions were taken in the meeting—

1. The new body of IQAC has taken the responsibility to prepare AQAR from the year 2018 onwards and they have already prepared the AQAR of 2018-2019 and about to complete the AQAR of the session 2019-2020. The AQARs of the last five years have to be submitted by a college before applying for NAAC assessment. In such a case, a decision was made that the previous body of IQAC will help the present IQAC team in preparation of the incomplete AQARs of their tenure (2016-2017 and 2017-2018), so that the college can apply for NAAC assessment during 2021.
2. It was decided that 7 committees will be formed on the basis of the seven criterions for NAAC assessment, consisting of all the members of teaching and Non-teaching staff of the college to do background work.
3. A decision was made to invite an eligible resource person who can provide detailed information about the new method of NAAC assessment and accreditation to the teaching and non-teaching staff of the college.
4. The IQAC will have to prepare IQA and SSR before applying for reaccreditation. This process will take time and it requires a systematic planning. In such a context, the members of the Executive body of IQAC have taken the decision to call a general meeting in order to make the other members of the college aware about the intricacies of the process of applying for NAAC assessment.
5. In the meeting, discussion was held on signing the MoU with ICT Academy and their proposal for institutional membership. The executive members of IQAC have agreed upon a face-to-face interaction between the Principal of the college and the representatives of ICT Academy for taking a final decision on this matter.
6. A decision was also made to update the college website as a part of preparation for NAAC assessment.



# OFFICE OF THE PRINCIPAL **SIBSAGAR GIRLS' COLLEGE**

SIVASAGAR:: ASSAM

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**MODEL DEGREE COLLEGE (RUSA)**

**SRI BUDDHIN MISRA, M.A., M.Phil., LLB**  
Principal In-charge

Phone: 03772-232778, Fax:03772-222385

E-mail: [principalsgc@yahoo.co.in](mailto:principalsgc@yahoo.co.in)

Website: [www.sibsagargirlscollege.org.in](http://www.sibsagargirlscollege.org.in)

Date: 12/12/2020

## **Action Taken Report:**

- 1) The time table was prepared by routine preparatory committee of the college under the monitoring of IQAC keeping in mind the requirements of the CBCS course started w.e.f. academic session 2019-20.
- 2) Student Satisfaction Survey (SSS) is conducted on departmental level and feedback is analyzed to prepare a report. IQAC tried to meet up the demands of the students as per the feedback report received.
- 3) IQAC took initiative to popularize field study on departmental basis. Several departments conducted socio-economic survey , plastic prohibition campaign etc. in the adopted villages of the college under “Unnat Bharat Abhiyan” sponsored by Ministry of Human Resource Development, India.
- 4) IQAC office set-up was arranged in the old college office area and appointed a computer assistant on temporary basis for IQAC office work.
- 5) IQAC coordinator and Assistant Coordinator collected the information of the gap period for preparation of pending AQARs of the sessions 2015-16 , 2016-17 , 2017-18, 2018-19 respectively and prepared a database for documentation.





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Website: [www.sibsagargirlscollege.org.in](http://www.sibsagargirlscollege.org.in)

Date: 10/03/2021


## Minutes of IQAC Special Meeting with Teaching Staff

A special meeting of IQAC with the teaching staff of Sibsagar Girls' College was held on 10<sup>th</sup> March, 2021 at 1.00 P.M. at Teachers' Common Room of the College.

Members present in the meeting –

Total 37 members were present in the meeting (Signatures attached)

Proceedings approved by

  
Buddhin Misra

Principal I/C

Sibsagar Girls' College







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E-mail: principalsgc@yahoo.co.in

Website: www.sibsagargirlscollege.org.in

Date: 10/03/2021

## Resolutions

- 1) Item No. 1: Resignation of the present IQAC Coordinator:  
The present coordinator of IQAC, Dr. Bimal Dutta resigned from his post due to personal reasons and decision was taken to accept his resignation letter.
- 2) Item No. 2: Selection of the New IQAC Coordinator: Mrs. Deepjoonalee Bhuyan Saharia, Assistant Professor, Dept of History was unanimously selected as the new IQAC Coordinator w.e.f. 10<sup>th</sup> March, 2021
- 3) Item No 3: Reconstitution of the IQAC Committee: IQAC committee was reconstituted with the following members –

	Name
Chairperson	Buddhin Misra (Principal I/C)
Co-ordinator	Mrs. Deepjoonalee Bhuyan
Assistant Co-ordinators	1. Sanjay Das 2. Dr. Kritanjali Konwar
Vice Principal	Dr. Rita Borkotoky
RUSA Co-ordinator	Dr. Rantu Gohain
Teacher Members	1. Sangeeta Hazarika Borah (Associate Professor) 2. Dr. Jimli Bora Bharali (Associate Professor) 3. Samarjit Choudhury (Assistant Professor) 4. Pranab Jyoti Bharali (Assistant Professor) 5. Shiva Prasad Mili (Assistant Professor) 6. Abhijit Borpuzari (Librarian) 7. Dr. Mahan Ranjan Dutta (NSS Co-ordinator) 8. Barnali Lahkar (Hostel Superintendent)





Member from Employers	Mrs. Chitralekha Neog (Head Assistant)
Members from Students	1. President Students' Union
	2. General Secretary Students' Union
Member from Alumni	Jyoti Dutta
Member from Administration	Dr. Hemanta Kr. Baruah
Member from Management	Shri Sonaram Baruah (G.B. President)
Member from Stakeholders (Parents)	Pabitra Bora
Member from Industry	Prasanna Dutta
Member from Local Society	P.R. Mili



# General Staff Meeting

10/3/2021

## Signature of Presence

1.

2.

3. Anand Dutt

4. Spandita

5. Samir Kumar Das

6. Prabal Saha Bhunia

7. Sanjay Das

8. Bhaskar Datta

9. Inamul Hussain

10. Zuber Hussain

11. Pranjay Rajkhowa

12. Abhinav Abhijit Borpujari  
10/3/2021

13. MR Mahan R. Datta  
10/03/21

14. Anamua

15. Abirah  
10/03/2021

16. Kishore Kumar Demishan





16. Bussain  
10/03/2021

17. Dee  
10/03/2021

18. Debjonalee Bhuyan

19. Barsha Rani Das  
10.03.2021

20. Syeda Nishat Firdosi  
10.03.2021

21. Jyotsnali Chelā  
10.03.2021

22. Rajashree Dutta 10.3.2021

23. Dipamoni Uzak 10/3/2021

24. Mayashree Das  
10/3/2021

25. Pranami Handique 10/3/2021

26. Krishna Kachari Ker  
10/3/21

27. Rehna Sultana Sultana  
10/03/2021

22. Sangeeta Das Baruah Baruah  
10/3/21

23. Chhalekha Leikia Neog - Neog  
10/03/2021

24. Gimli Bora 10/03/21

25. Salma Nasseer Nasseer  
10/3/21

26. Dipsikha Dutta Bhuyan Bhuyan  
10/3/21

27. Nileedita Baruah  
18  
10.3.2021



Barnali Lakkar

Bahar  
10/03/2021

29. Kakali Sonowal

Q. m. m. f.  
10/03/2021

30. Gayatri Mohan.

Am  
10/03/21

31. Rajashree Phukan

Am  
10/03/2021

32. Sangela Hazarika Borah

Sangela  
10/03/2021





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MODEL DEGREE COLLEGE (RUSA)

SRI BUDDHIN MISRA, M.A., M.Phil., LLB  
Principal In-charge

Phone: 03772-232778, Fax:03772-222385

E-mail: principalsgc@yahoo.co.in

Website : www.sibsagargirlscollege.org.in

Date: 28/01/2021

## AGENDA OF STAFF MEETING

(HELD ON: 28/01/21 organized by IQAC)

- / 1. Objectives of the meeting—by Dr. Bimal Dutta, IQAC  
Co-ordinator
- / 2. Formation of new sub-committees of IQAC
- / 3. Discussion on the requirement of infrastructural facilities to  
IQAC
- / 4. Discussion on the requirement of a computer assistant  
specially allotted for IQAC related works
5. ~~Others~~ Any other matters
6. President's speech



28/01/2021  
Principal Incharge  
Sibsagar Girls' College  
Sivasagar - 785640  
Assam





# OFFICE OF THE PRINCIPAL

# SIBSAGAR GIRLS' COLLEGE

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Website : www.sibsagargirlscollege.org.in

Ref.

Date: 28/01/2021

## PROCEEDINGS OF THE GENERAL MEETING ORGANISED BY IQAC

Today, on 28<sup>th</sup> January, 2021 a general meeting of the teaching and non-teaching staff of Sibsagar Girls' College was held at Teachers' Common Room to discuss about the forthcoming NAAC visit. The meeting was presided over by the Principal Sri Buddhin Misra. The Co-ordinator, IQAC, Dr. Bimal Dutta has described the objectives of the meeting. The following decisions were taken during the meeting---

- ✓1) A decision was taken to allot the present Examination Control Room for the use of IQAC. Moreover, all the members of the college present at the meeting had given consent to appoint a Computer Assistant for IQAC and decided to forward this proposal to GB for final approval.
- 2) IQAC has dissolved all the existing subcommittees made by itself earlier and declared them as dysfunctional and informed it to all during this meeting. The newly prepared list of subcommittees was announced by IQAC Co-ordinator. The meeting approved the given list of sub-committees based on the seven criterion of NAAC assessment.

### IQAC, Sibsagar Girls' College Seven Sub-Committee of IQAC Based on Seven Criterion of NAAC Accreditation (With effect from 28.01.2021)

<b>A. Curricular Aspects:</b> 1. Mrs. Gairika Devi (Convenor) 2. Dr. Rashmi Rekha Gogoi 3. Mrs. Sangeeta Hazarika 4. Dr. Jimli Borah 5. Mrs. Dipshikha Dutta Bhuyan 6. Mr. Pranab Jyoti Bharali 7. Mrs. Chitalekha Neog	<b>E. Students support and Progression:</b> 1. Mr. Shiva Prasad Mili (Convenor) 2. Mr. Madini Hazarika 3. Mr. Nibedita Boruah 4. Mrs. Chitralekha Gogoi 5. Mr. Rajkumar Sree Koncheng
<b>B. Teaching-Learning and Evaluation:</b> 1. Deep Joonali Bhuyan (Convenor) 2. Dr. Kritanjali Konwar 3. Dr. Santana Dowarah Handique 4. Dr. Mohan Ranjan Dutta 5. Mrs. Barnali Lahkar 6. Mr. Bhaskar Borah	<b>F. Governance and Leadership and Management:</b> 1. Mr. Samarjeet Choudhury (Convenor) 2. Mr. Kishore Kr. Deuri 3. Mr. Inamul Hussain 4. Mr. Bidyut Baruah 5. Dr. Rantu Gohain 6. Mr. Achinta Borah
<b>C. Research, Innovations and Extension:</b> 1. Dr. Rita Borkatoky (Convenor) 2. Dr. Salma Nasreen 3. Mrs. Kakoli Sonowal 4. Dr. Rajashree Phukan 5. Ms. Rajashree Dutta 6. Mrs. Jyotsnali Chetia 7. Dr. Pranami Handique 8. Mr. Promod Gogoi	<b>G. Institutional Value and Best Practices:</b> 1. Mrs. Utpala Gohain Chamua (Convenor) 2. Mr. Pranjal Rajkhowa 3. Mr. Zakir Hussain 4. Mrs. Gayatri Mohan 5. Mr. Hadid Ahmed
<b>D. Infrastructure and Learning Resources:</b> 1. Mr. Bhaskar Dutta (Convenor) 2. Mr. Abdul Hamid 3. Mr. Sanjoy Das	

*Bimal Dutta*

Co-Ordinator  
I.Q.A.C.  
Sibsagar Girls' College

4. Mr. Abhijit Borpuzari	
5. Mr. Probin Sarmah	
6. Mr. Pranjal Pankaj Boruah	
7. Mr. Ranjan Das	
8. Mr. Ankur Hazarika	


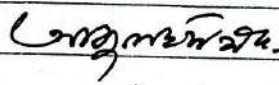
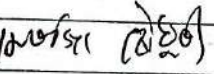
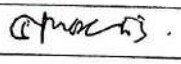
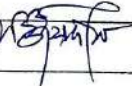
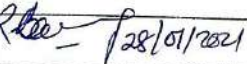
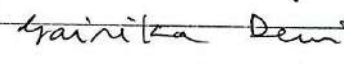

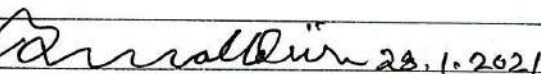
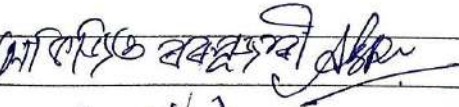
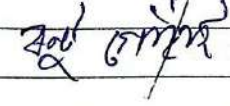
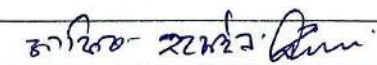
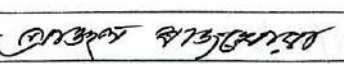
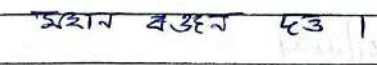
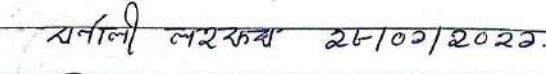
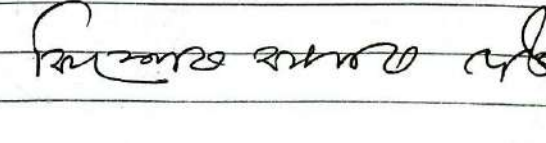
- ✓3) However, it is also decided in the meeting that the permanent committees of the college (SWAYAM, Sexual Harassment Cell, Unnat Bharat Abhiyan cell, Women's Cell, AISHE Data Entry Cell, Institutional Grievance Redressal cell, College Environment Cell, NSS, NCC, Financial Advisory Committee) which were constituted by the college authority for the smooth functioning of the college should continue working on their own and perform their allotted duties.
- ✓4) The meeting has also taken the decision of conducting the academic audit of the college immediately as per the recommendation of the previous NAAC peer team report. The Assistant Co-ordinator of IQAC Dr. Kritanjali Konwar has requested the faculty members of the college to submit their personal profile details in the given format designed by IQAC within 15.02.21.
- 5) The members of the college present at the meeting has agreed upon the proposal of reconstruction of the boundary wall and sociology department and decided to forward this resolution to Governing Body for taking final decision in this regard.
- ✓5) A decision was taken to contact Assam Agricultural University for getting technical assistance to establish a vegetable garden at the Baniabari Campus of the college.
- 7) The members present in the meeting has accepted the proposal of establishing a Yoga Centre at the college under KKHOU and decided to forward the resolution to the GB for taking the final decision.
- ✓8) The meeting has resolved on the decision to hold a meeting among the HODs for a discussion on connecting the departmental libraries with the Central library. The Librarian of the college, Mr. Abhijit Borpuzari was given the responsibility to organise the meeting with the HODs.
- ✓9) A decision was taken to appoint a member of the teaching staff as NCC Co-ordinator.

The president of the meeting Mr. Buddhin Misra had expressed his gratitude to the teachers for showing solidarity at the crucial moments of the college and requested everyone to involve voluntarily in the process of preparation for forthcoming NAAC visit. The meeting concluded with the vote of thanks offered by the Assistant Co-ordinator, IQAC.

  
**Co-Ordinator**  
**I.Q.A.C.**  
**Sibsagar Girls' College**



Signature of Teachers present in the  
Staff Meeting (organized by IQAC)  
Held on : 28/01/21

1.  28/01/2021
2.  28/01/2021
3.  28/01/2021
4.  28/01/2021
5.  28/01/2021
6.  28/01/2021
7. Deepjyoti Bhowan 28/1/2021
8.  28/01/2021
9.  28/1/2021
10.  28.1.2021
11. Salma Nazeer 28/1/21
12.  28/01/2021
13.  28/01/2021
14.  28/01/2021
15.  28/01/2021
16.  28/01/2021
17.  28/01/2021
18.  28/01/2021







19. Probain Sammh.
20. Gayatri Mahan. 28/01/21.
21. ~~...~~ 26/05/2020
22. Shamul Humain. 28/01/21.
23. ~~...~~
24. Rajashree Phukan
25. ~~...~~ 26/02/2020
26. ~~...~~ 26/05/2020
27. ~~...~~ 26/05/2020 (26/05/2020)
28. ~~...~~ 26/02/2020
29. ~~...~~ 26/02/2020
30. ~~...~~ 26/02/2020
31. Shiva Prasad Mili 28/01/2021
32. Bidyut Baruah 28/01/2021
33. Pranami Handique 28/01/2021
34. Rajashree Dutta 28/01/2021
- 35.
- 36.





# OFFICE OF THE PRINCIPAL **SIBSAGAR GIRLS' COLLEGE**

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Date: 28/01/2021

## **Action Taken Report**

1. The new body of IQAC under the Coordinatorship of Dr. Bimal Dutta has prepared the pending AQARs of last five years from 2015 to 2020. Connection was re-established with NAAC by logging in the NAAC portal and data are ready for uploading.
2. IQAC has invited a very knowledgeable resource person Dr. Jogen Chandra Kalita, Professor, Dept. of Zoology, Gauhati University and NAAC peer team member to deliver a talk for the college staff on "The New Method of NAAC Assessment and Accreditation" on 04.01.2021.
3. The college has signed a MoU with ICT Academy, and accepted their proposal for institutional membership which will benefit the students who want to pursue online Computer and Information Technology related diploma and certificate programmes.
4. The college website is updated by a new local vendor party, "TechStep" and it is made effective for online admission during the academic session 2020-21.





OFFICE OF THE PRINCIPAL  
**SIBSAGAR GIRLS' COLLEGE**

SIVASAGAR:: ASSAM

*(Re-Accredited by NAAC)*

*MODEL DEGREE COLLEGE (RUSA)*

**Sri Buddhin Misra**, M.A., M. Phil., LLB  
Principal In-charge

Phone: 03772-232778, Fax:03772-222385

E-mail: principalsgc@yahoo.co.in

Website: www.sibsagargirlscollege.org.in

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Date: 15/03/2021

**IQAC Executive Meeting**

**Held on 15<sup>th</sup> March, 2021**

The first meeting of new IQAC executive committee was held on 15<sup>th</sup> March, 2021 at 1 P.M. at Mini conference Hall of the College. Total 11 members were present in the meeting (Signatures attached)

Proceedings approved by

Buddhin Misra  
Principal i/c  
Sibsagar Girls' College



*Principal Incharge*  
*Sibsagar Girls' College*  
*Sivasagar 785640*  
*Assam*



The following members of IQAC were present in the meeting

1. Mrs. Deepjoonalee Bhuyan



2. Mr. Sanjay Das



3. Dr. Kritanjali Konwer



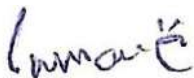
4. Mrs. Sangeeta Hazarika Borah



5. Dr. Jimli Bora Bharali



6. Mr. Samarjit Choudhuri




7. Mr. Pranob Jyoti Bharali



8. Mr. Shiva Prasad Mili



9. Mr. Abhijit Borpuzari



10. Dr. Mohan Ranjan Dutta



11. Mrs. Barnali Lahkar





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*Date: 15/03/2021*

## Proceedings

Today on 15<sup>th</sup> March, 2021, the first meeting of the new executive committee of IQAC was held at Mini Conference Hall of Sibsagar Girls' College at 1 P.M. During this meeting a few important matters are discussed and the following decisions were taken unanimously –

### **Decision 1:**

Discussion was taken to prepare a guideline for the students regarding the maintenance of discipline inside and outside the college campus while wearing the uniform. The overall discipline of students will be monitored by IQAC Coordinator under the guidance of vice principal and the following members of discipline monitoring cell –

- i. Dr. Salma Nasreen (Coordinator)
- ii. Dr. Rajashree Phukan (Member)
- iii. Dr. Kritanjali Konwer (IQAC Assistant Coordinator)
- iv. Mr. Sanjay Das (IQAC Assistant Coordinator)
- v. Mrs. Nibedita Baruah (Member)
- vi. Dr. Mahan Ranjan Dutta (Member)
- vii. Mr. Abhijit Borpuzari (Member)
- viii. Dr. Madine Hazarika (Member)
- ix. Hostel Superintendent (Member)



**Decision 2:** Decision was taken to upload data of the pending AQARs in the NAAC portal with immediate effect.

**Decision 3:**

Keeping in mind the academic upliftment of the students as well as teaching faculties of the college decision was taken to conduct a series of online orientation programmes, webinars on academic issues, workshop. Decision was also taken to organize a two day long online workshop for the faculties in collaboration TLC, Tezpur University on “The Use of ICT Tools in the Teaching and Learning Process during Pandemic Situation”. The meeting also decided to sign an MoU with “Teaching Learning Centre of Ramanujan College”, New Delhi for collaboration on academic matters.

**Decision 4:**

A fund raising committee was constituted during the meeting for the purpose of overall development of the college and to expedite and fulfill the procedure of IQAC’s quality initiatives. The meeting has decided to form a committee consisting of the following members who will prepare strategies for collection of fund from sources inside and outside of the college-

1. Dr. Rantu Gohain (Coordinator)
2. Mr. Bhaskar Dutta (Member)
3. Dr. Jimli Bora (Member)
4. Mr. Sanjay Das (Member)
5. Dr. Santana Dowarah Handique (Member)
6. Dr. Madine Hazarika (Member)







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*Date: 15/03/2021*

## Action Taken Report

1. As per the decision of the IQAC meeting held on 28.01.21 during the period of the previous Coordinator Dr. Bimal Dutta, academic audit of the college was conducted by Professor Jogen Chandra Kalita, Expert member of NAAC Peer Team and H.O.D., of Zoology, Gauhati University.
2. A Yoga Centre was established in the college campus under KKHSOU, run by Jaymoti Yoga Mahavidyalaya Sivasagar, Assam.
3. The departmental libraries of the college are connected with the central library under the supervision of the Librarian of the college,
4. Assistant professor Ms. Mayashree Das, Dept. of English, C-certificate holder of NCC is appointed as the new NCC coordinator from teaching staff.

