



## Internal Quality Assurance Cell (IQAC)

### CHATIA COLLEGE

### চতিয়া মহাবিদ্যালয়

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Recognised by the UGC under Section 2(f) & Accredited by the NAAC with Grade 'B'

Ref. No.-.....

Date-..11/06/2024..

### MINUTES OF THE IQAC MEETING AND REPORT ON THE FOLLOW-UP MEASURES.

Date: 11-06-2024

Venue: IQAC Room

Time: 1.00 PM

#### Agenda

1. President's taking of the seat: Dr. Swapan Kumar Kalita.
2. Explanation of the purpose of the meeting: Dr. Dipen Bharali.
3. Discussion of the minutes of the previous meeting.
4. Discussion about future programs.
5. Opinion of the members present in the meeting.
6. Speech by the President of the Governing Body: Mr. Ganesh Pathak.
7. Others
8. President's remarks and conclusion of the meeting.

#### Names of the members present in the meeting

1. Ganesh Pathak
2. Dr. Swapan Kumar Kalita.
3. Pankaj jyoti Bhuyan
4. Deepali Borah
5. Mala Bordoloi *Mdard*
6. Mukut Hazarika. *Mk*
7. Jintimoni Neog



*[Signature]*  
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8. Neelima Das *Das*
9. Pranjit Saikia *Saikia*
10. Anuj Kumar Saikia *Anuj Saikia*
11. Dr. Kangkan Bhuyan *11/6/24*
12. Dr. Anjal Boruah *Anjal*
13. Dr. Anushree Adhikary *Anushree*
14. Dishikha Saikia
15. Anil Chandra Borah *Borah*
16. Haresh Regon *Regon*
17. Ali Pathak *Pathak*
18. Dr. Dipen Bharali *Bharali*

A meeting was held on 11/06/2024 at 1:00 PM in the IQAC room of Chatia College, chaired by Dr. Swapan Kumar Kalita, Principal-in-charge of Chatia College. Dr. Dipen Bharali, the IQAC Coordinator, explained the purpose of the meeting. He welcomed the Chairman and all members present, noting that the meeting was called to discuss the recommendations provided by the NAAC Peer Team, as well as a letter received on 21/05/2024 from higher education regarding an internal visit. After a thorough discussion, the meeting adopted the following resolutions:

1. The proposal for the academic council to adopt a resolution to start a 'Spoken English Course' as soon as possible was accepted.
2. It was decided to establish a yoga center on the college premises.
3. The meeting agreed to initiate the publication of ISBN books and UGC CARE-listed journals, and to organize research programs such as workshops, seminars, and short-term courses to encourage faculty.
4. The academic council will prepare a master routine with hall allotment.
5. A decision was made to arrange regular parent-teacher meetings.
6. Three members—Miss Swapnalima Choudhary, Dr. Kangkan Bhuyan, and Dr. Dipen Bharali—were appointed to form a feedback committee for smooth functioning.
7. The meeting advised submitting the academic calendar for the previous two years at the earliest.

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Coordinator  
IQAC, Chatia College

8. It was decided to take steps to establish Memoranda of Understanding (MOUs) with various government and non-governmental institutions.
9. A one-day workshop on career counseling will be arranged.
10. The meeting decided to initiate the latest administrative audit, academic audit, and green audit reports as soon as possible.

Mr. Ganesh Pathak, the G.B. President of Chatia College, attended the meeting and urged the Coordinator, Assistant Coordinator, and all Criteria Coordinators to work together. He also suggested renewing the College Societies' registration and the Alumni Association. Mr. Pankaj Jyoti Bhuyan, a nominee from the local society of IQAC Chatia College, offered constructive suggestions to support the College. In his address, the Chairperson requested the cooperation of both teaching and non-teaching staff for the smooth functioning of all initiatives.

Dr. Dipen Bharali concluded the meeting by offering a vote of thanks, and the President officially declared the meeting adjourned.



(Dr. Swapan Kumar Kalita)  
Chairperson  
IQAC, Chatia College, Sootea

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(Dr. Dipen Bharali)  
Coordinator  
IQAC, Chatia College, Sootea.  
**Coordinator  
IQAC Chatia College**

