

Internal Quality Assurance Cell

Silapathar College, Silapathar

Mobile. No. 8876068776/9707601641

Website: www.silapatharcollege.edu.in

Email: rajupegu.2014@gmail.com

Meeting No. 04

**Minutes of the IQAC meeting held on May 23, 2019 at 11 A.M in the chamber of Principal,
Silapathar College.**

Agenda:

1. Action taken report of the previous meeting
2. Discussion on DHE's letter for maintaining Teacher's Dairy and Installation of CCTV camera in all the class room.
3. Any other matter with due permission from the chair.

Members Present:

SI No.	Name	Designation
1	Dr. Lakhinath Pegu	Principal cum Chairperson
2	Raju Pegu	Coordinator
3	Dr. Jai Ram Jha	Faculty Representative
4	Lalit Ch. Doley	Senior Administrative Office
5	Dr. Abdul Mutalib	Faculty Representative
6	Braja Nath Baruah	Management Representative
7	Dinesh Ch. Pegu	Alumni Representative
8	A.J Rymonds	Community Representative
9	Kamal Jain	Community Representative
10	John Pegu	Student Representative

A meeting was held under Chairperson of Dr. Lakhinath Pegu at the Principal's Chamber at 11.A.M to discuss the agendas as stated above.

Agenda 01: Action taken report of the previous meeting:

SI No.	Recommendation given by IQAC Committee	Action Taken for implementation and outcomes
1	Refresher Course for senior scale	Mrs Anima Doley, Mrs Mino Lota, Mrs Gitima Deka have been sent for Orientation and Refresher Course.

Agenda 02: Discussion on DHE's letter for maintaining Teacher's Dairy and Installation of CCTV camera in all the class room.

The Coordinator informed the house that DHE's Assam has issued a circular vide letter no. DHE/PA/Misc./3/2018/33 to maintain Teachers' diary of daily class and install CCTV in every class room for congenial academic atmosphere in the college.

To this the members unanimously adopted the following resolution:

Resolution No. 01: Resolved that principal be empowered to circulate Teacher's diary to every faculty and the same to submit to the Vice-Principal on every Saturday.

Further it was also resolved to empower the Principal to install CCTV in every class room with subject to the availability of fund.

The meeting ended with vote of thanks from the chair.



**IQAC, COORDINATOR
SILAPATHAR COLLEGE**



**Principal
Silapathar College
Silapathar**

