

**Internal Quality Assurance Cell**

**Silapathar College, Silapathar**

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**The Minutes of the 3<sup>rd</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**Date: 22/09/2021**

**Venue: Principal's Chamber**


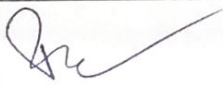




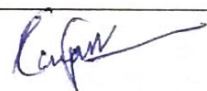

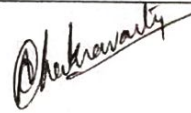

**Time: 11. A.M**

**Meeting No. 03**

**Agenda**

1. Review of the last IQAC meeting and confirmation of the minutes.
2. Discussion on Academic Audit and Administrative Audit, Green Audit and Energy Audit
3. Any other matter with due permission from the Chair.

**Signature of Members Present**

Sl No.	Name	Designation	Signature
1	Dr. Lakhinath Pegu	Principal cum Chairperson	
2	Raju Pegu, Assistant Professor Department of English	Coordinator, IQAC	
3	Mr. Siva Nath Pait Assistant Professor Department of History	Faculty Representative	
4	Dr. Abdul Mutalib, Assistant Professor Department of Sociology	Faculty Representative	
5	Dr. Dilip Siakia Assistant Professor Department of Physics	Faculty Representative	
6	Mr. Utpal Sikia Assistant Professor Department of Mathematics	Faculty Representative	
7	Mr. Satyajit Gayan Assistant Professor Department of Mathematics	Faculty Representative	
8	Dr. Nabanita Baruah Assistant Professor Department of Sociology	Faculty Representative	
9	Mrs. Anindita Chakravarty Assistant Professor Department of Economics	Faculty Representative	
10	Ms. Madhusmita Devi	Faculty Representative	

	Assistant Professor Department of Political Science		
11.	Dr. Upasana Borthakur Assistant Professor Department of Chemistry	Faculty Representative	<i>UB</i>
12	Lalit Ch. Doley, Associate Professor cum Vice –Principal	Senior Administrative Officer	<i>LD</i>
13	Mr. Nabin Ch. Kardong Associate Professor Department of Political Science	Senior Administrative Officer & HOD	<i>NC</i>
14	Mr. Nabin Kumbang	Representative of Local Society	
15	Mr. Dinesh Ch. Pegu	Alumni Representative	<i>D.P.</i>
16	Shri Polo Pegu	Student Representative	

**Minutes of the IQAC Meeting held on 22/09/2021**

The Chairperson welcomed the the members of IQAC followed by a review presentation made by Mr. Raju Pegu, IQAC, Coordinator.

The following points were discussed in the meeting:

**Agenda No. 01: Review of 2<sup>nd</sup> IQAC meeting and confirmation of the minutes**

The 2<sup>nd</sup> IQAC meeting was held on 11/08/2021 at 11. A.M. The minutes of meeting were read out by Mr. Raju Pegu, Coordinator, IQAC and discussed all by IQAC members. These minutes were approved by the IQAC members unanimously.

**Agenda No. 02: Discussion on Academic Audit and Administrative Audit, Green Audit and Energy Audit**

The IQAC, Coordinator stated that as per NAAC criteria 7 falls under Bes Practices the College need to conduct Academic and Administrative Audit, Green Audit and Energy Audit. He requested the house to discuss the matter.

Decisions:

**Resolution No.1:** Resolved that an Academic and Administrative Audit, Green Audit and Energy Audit shall be conducted in the College by appointing external auditors to be identified by the members of IQAC. The format of the audit would be decided by the auditors themselves.

**Agenda No. 03: Best Practices of the College.**

The IQAC, Coordinator informed the house that that the college has been practicing the two best practices by the College: 1. Student Adalat and 2. Clean Campus Green Campus.

The College is carrying out activities under each of these heads.

**Resolution No. 02:**

Resolved that the College to be continued the above two best practices and submit the same to the NAAC portal as per prescribe format.

**Agenda No. 03: Any other matter with due permission of the chair.**


Under this agenda the following points were discussed and decision taken:

1. All HODs to prepare Course Plan
2. Students' Union Election to be conducted within 2<sup>nd</sup> Week of November.
3. Freshman Social for the new comers.

Thanking all the members the meeting came to an end.

  
**IQAC, COORDINATOR  
SILAPATHAR COLLEGE.**



  
Principal  
Silapathar College  
Silapathar, Dhemaji