

IQAC Meeting Minutes
Sazolie College, Jotsoma
12 December 2018

Agenda:

- 1) Annual Quality Assurance Report (AQAR)
- 2) Maintenance of Reports.
- 3) Academic Calendar and Action Plan.
- 4) Report of activities.
- 5) Research Committee.
- 6) SCSC representatives in IQAC
- 7) Media Cell
- 8) Next IQAC meeting
- 9) Alumni Association

1. Annual Quality Assurance Report (AQAR).

AQAR for 2017- 2018 of the College is ready to be submitted by December.

2. Maintenance of Reports.

- a) Head of Department has to collect and maintain the department records.
- b) Format for documentation shall be prepared and given to the HODs.
- c) All the cells and organisations must submit their reports to the IQAC.

3. Academic Calendar and Action Plan.

- a) Academic Calendar shall be prepared within the first week of the beginning of Academic session.
- b) Action Plan for the session shall be prepared on the basis of the Academic Calendar.

4. Report of activities

- a) Reports of activities/ programmes must be submitted to the IQAC Coordinator in soft copy within two weeks after every event.
- b) Certificates of awards to be submitted to Principal.

5. Research Committee.

- a) The committee will maintain records/documents of publications, research projects of the faculty.
- b) All records and documents must be submitted to the IQAC by June.

6. SCSC representative s in IQAC

- a) Awards and achievements of students.
- b) The Student Council representatives shall collect certificates of students' achievements.
- c) All records and documents must be submitted to the IQAC by June.
- d) The tenure for collection of records shall be June 2018 –May 2019.
- e) The Student Council representatives shall assist the IQAC coordinator to collect Parents' Feedback.

7. Media Cell

- a) English Department will maintain the press releases of the college.
- b) Ms. Kesolo-ü and Ms.Veralu will be in charge for the academic year June 2018 – May 2019.

8. Next IQAC meeting

The tentative date for the next IQAC meeting scheduled for **14 March 2019**.

9. Alumni Association

- a) An official Whatsapp group/account of the Association will be opened.
- b) Plans of action of the last Alumni meet must be reviewed for follow up action.
- c) Faculty in charge of the Association, Ms Toshinara will initiate an activity.

Dr. Puspanjoli D.Nakhro
IQAC Coordinator