

IQAC Meeting Minutes  
Sazolie College, Jotsoma  
15 June 2018

Agenda:

- 1) To conduct Remedial Classes for students with backlog.
- 2) To fix the schedule for Mentoring Class.

Resolutions taken:

- 1) Remedial classes shall be conducted before the submission of Internal Assessment marks.
- 2) Vice-Principal was assigned to make the routine for the remedial classes. At least 3 classes for each backlog paper must be assigned to the concerned teacher.
- 3) Mentoring classes shall be conducted in the 2<sup>nd</sup> month of every session. Vice-Principal, in-charge of the Mentoring System will allot to each mentor a maximum of 30 mentees for one Academic session.
- 4) A format for keeping record of the mentoring sessions shall be given to all the mentors.
- 5) A routine shall be framed by the teacher-in-charge of the mentoring system in consultation with the Routine Committee, as the mentoring classes will be incorporated along with the normal classes. Preferably, the 3<sup>rd</sup> period on Tuesdays, shall be allotted for mentoring class as per the Academic Calendar of the Session.

Dr.Puspanjoli D.Nakhro  
IQAC Co-ordinator