

IQAC Meeting Minutes
Sazolie College, Jotsoma
15 June 2019

- 1) AQAR for 2017-2018 has been submitted on 21 December 2018. It was decided to check the confirmation letter of the receipt of AQAR in the email.
- 2) Preparation for submission of AQAR for 2018-2019 underway. All the reports and documents for filling the AQAR have to be collected by June 2019.
- 3) Research Committee will maintain records/documents of publications, research projects of the faculty and must submit to the IQAC coordinator for filling in the AQAR.
- 4) Ms Veralu and Ms.Kesolu will be a part of the Media Cell and take care of the press releases, newspaper clippings etc. of the college for 2018-2020.
- 5) As per the IQAC action plan 2019, Alumni Association held a meeting on 8th June 2019 and resolved to have a seminar in the following month.
- 6) Parents Teacher meet was held on 8th March 2019 and parents' feedback must be prepared to append in the annexure.
- 7) College website has to be frequently updated with departmental activities, information articles and write up of the faculty.
- 8) Mr.Temsuakum and Ms. Limanaro appointed as Para-legal volunteers to look after the Legal Services Clinic. A programme will be organised on 15 July 2019 for reviving the clinic.
- 9) National seminars to organised by different departments: Sociology Department in 2019, History Department in 2020 and English Department in 2021.
- 10) For the proper utilisation of the grievance redressal mechanism, SCSC representatives were asked to encourage the students to use the Suggestion Boxes provided in the college and hostels.
- 11) To generate a sense of discipline, and motivate the students in hostel for holistic development, SCSC representatives were encouraged extend their active participation to initiate innovative ideas to bring vibrancy in the campus. Proper monitoring of the hostellers' class attendance to be initiated with the help of the regular communication between faculty and hostel wardens and the chaplain of college.
- 12) To monitor the attendance of students, monthly Attendance Report will be prepared and displayed in the notice board by the Dean of Students, Mrs. Kalvina Neruna.
- 13) Assistant Professor, Ms. Vetsuzolu has been appointed as the new Assistant Coordinator of IQAC with effect from June 2019.
- 14) Next IQAC meeting will be held on 7th September 2019.

Dr. Puspanjoli D. Nakhro
IQAC Coordinator