# Minutes of the IQAC meeting of 5$^{th}$ January, 2023

At the outset of the meeting the Chairman took chair and welcomed the gathering. The objective of the meeting was briefed by the Coordinator of the IQAC, EKAC. The meeting proceeds for the discussion on the following agenda:

1. Necessary follow-up for AQAR submission by May 2023 without fail.
2. Updation of personal profiles till 31$^{st}$ January, 2023 in website and IQAC file.
3. Updation of Cells' and Committees' activities/minutes etc. till date.
4. Reconstruction of the cells and committees with shuffled members to decentralize the responsibilities.
5. Formation of new committees and cells according to guidelines.
6. Re-starting of certificate courses and starting of new certificate courses.
7. Publication of an e-news bulletin for the duration 1$^{st}$ January, 2022 to 28$^{th}$ March, 2023.
8. Continuation of previous activities like feedback system, mentor-mentee mechanism etc.
9. Community involvement as part of best practices.

After a thorough discussion on the above agenda, the meeting adopted the following resolutions:

**Resolution 1**: Creation of a new Email ID and a whatsapp group (for the IQAC members).

**Resolution 2**: Updation of the personnel profile of the faculties first in the college website through the website management committee.

**Resolution 3**: Reshuffling of committee/cells members of the college and instructed the IQAC Coordinator to look-over for creation of new committee/cells and dissolving of previously existing committee/cells as per requirement.

**Resolution 4**: Continuation of the practice of feedback system, mentor-mentee system as such and updation of the academic calendar.

**Resolution 5**: Re-starting of the previously started certificate courses and addition of new certificate courses if possible. Regarding Computer Application certificate course and the Spoken English course Dr. Tazmin Sultana, Assistant Professor, Department of Mathematics, EKAC is instructed to start the necessary follow-ups and the English department is instructed to lead the Spoken English course respectively.

**Resolution 6**: Publication of an E-news bulletin of the college yearly.

**Resolution 7**: Continuation of the activity in the adopted village and to work with more zeal for the community involvement including outreach activity etc. through NSS.

Advisor of the IQAC, Mr. Prasanta Gogoi proposes to start an Incubation Centre in the college to cater the skill of the students. He requested all concerned to execute the work in time bound framework.

Advisor of the IQAC, Mr. Utpal Dev Sarma requested the new IQAC Coordinator to change the NAAC portal information. He also opined to review each activity of the college relating to IQAC regularly in a 2/3 months interval.

Mr. Tralokya Kalita, senior member of the IQAC suggested arranging a staff meeting to discuss about different quality initiatives among all the staffs.

Dr. Anil Ch. Das, Chairperson of the meeting in his lecture requested all the members of the IQAC to work for the timely execution of the deliverables in a holistic pattern for NAAC second cycle inspection. The meeting came to an end with the formal vote of thanks by Dr. Pankaj Kalita, Coordinator, IQAC, EKAC.

Approved.

7/01/23
Dr. Anil Ch. Das, Principal
Eastern Karbi Anglong College
Sarihajan, Karbi Anglong.

(Pankaj Kalita).
Coordinator
Internal Quality Assurance Cell
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