



Office of the Principal
KARMASHREE HITESWAR SAIKIA COLLEGE

Sixmile, Panjabari, Guwahati-781022
Phone: 0361-2330646, email: khscollege@yahoo.in

Ref:.....

Date:.....

The IQAC meeting held at 02:00 PM on 5th November, 2019

at Principal's Chamber of Karmashree Hiteswar Saikia College

The following members were present:

- 1 Dr. Sikhamoni Konwar (Principal & Secretary) *SK*
- 2 Dr. Mowsumee B Hazarika *M.B.H.*
- 3 Dr. Kanan Medhi Patgiri *K.M.P.*
- 4 Mr. Biju Rajkhowa *B.R.*
- 5 Mr. Diganta Sarma *D.S.*
- 6 Dr. Tasrina Hussain *T.H.*
- 7 Dr. Daisy Nath Choudhury *D.N.C.*
- 8 Dr. Saswoti Baruah Bhuyan *S.B.B.*
- 9 Dr. Madhurya Chetia *M.C.*
- 10 Ms. Indrani Gogoi *I.G.*
- 11 Ms. Indrani Kalita Choudhury *I.K.C.*
- 12 Dr. Ranjan Kr. Bhatta (IQAC, Coordinator) *R.K.B.*
- 13 Dr. Anup Kr. Deka *A.K.D.*
- 14 Ms Alpana Dutta Deka *A.D.D.*
- 15 Dr Kashmiree G Baruah *K.G.B.*
- 16 Dr. Binita Pegu *B.P.*
- 17 Dr Nurul Islam *N.I.*
- 18 Dr. Marami Choudhury *M.C.*
- 19 Mr. Rajab Ali *R.A.*
- 20 Dr. Mrinmoyee Baruah *M.B.*
- 21 Dr. Faraz Ali Ahmed *F.A.A.*
- 22 Dr. Himashree Talukdar *H.T.*
- 23 Dr. Rupali Sen Deka *R.S.D.*
- 24 Mr. Bhashyajyoti Talukdar *B.T.*
- 25 Ms. Santana Bora *S.B.*
- 26 Mr. Riki Bordoloi *R.B.*
- 27 Ms Gitika das *G.D.*

The matters discussed at the meeting were:




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1. The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.
 2. Nominated members of the IQAC members are intimated through letters.
 3. The IQAC of the college will register with the NAAC and preparing for IIQA.
 4. IIQA format is being distributed and brought to notice of the members.
 5. SSR format is also discussed and various Criteria are formed for the preparation of SSR
 6. The IQAC chairperson nominated Dr. Madhurya Chetia as the Assistant Coordinator of the IQAC to assist IQAC coordinator Dr. Ranjan Kumar Bhatta
 7. SSR preparation and review dates are fixed as
Criteria 2- will meet on 11/11/19
Criteria - 3 will meet on 13/11/19
Criteria -4 will meet on 15/11/19
Criteria -5 will meet on 15/11/19
Criteria – 6 will meet on 13/11/19
Criteria -7 will meet on 16/11/19
Criteria -1 will meet on 19/11/19
 8. Criteria of NAAC SSR format were divided among committee members and the Members are requested to complete their respective criteria by November 30th, 2019
 9. It was decided that a document will be prepared covering the major questions that need to be answered for IQAC report and will be shared with each department.
 10. It was decided to conduct an awareness drive regarding the latest guidelines of IIQA and SSR among the teachers within August, 2019
 11. It was decided to organise a workshop on June 7th on CBCS for the teachers of the College On June 7th 2019.
 12. It was decided to arrange more IQAC meeting.
 13. It was decided to publish the IQAC bulletin Journey in the next College Week.
 14. IIQA must be placed in front of statutory body.
- The meeting ended at 5:00 pm.


(Dr. Ranjan Kumar Bhatta)
IQAC, Coordinator
Karmashree Hiteswar Saikia College

IQAC, Co-ordinator
Karmashree Hiteswar Saikia College


(Dr. Sikihamoni Konwar)
Principal & Secretary
Karmashree Hiteswar Saikia College

Principal & Secretary
Karmashree Hiteswar Saikia College
Six Mile, Panjabari Road,
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