

## OFFICE OF THE IQAC

### BINANDI CHANDRA MEDHI COLLEGE, RAMDIA

#### Minutes of the Meeting

Below are the minutes of the meeting held on 19/07/2022 at 12.30 pm at the Confidential Room.

#### Member Present:

Dr. Ashit Kr. Paul	-	Chairperson
Dr. Meena Kumari Das	-	Academic – in – Charge
Dr. Bijuli Deka	-	Member
Dr. Manisha Majumdar	-	Member
Niva Kalita	-	Member
Riten Chandra Medhi	-	Member
Ramen Medhi	-	Member
Hasnur Ali Choudhury	-	Member
Shahidul Islam	-	Co - ordinator
Ramen Das	-	Member

#### Agenda:


- Regarding preparation of NAAC Assessment.
- Organizing State level Workshop (Seven days)
- Others.

#### Resolutions:

1. Every Staff Members of the college should actively take part in NAAC Assessment.
2. The IQAC of the college should organize one Week State Level Workshop for the office staffs for train up all the members for office Management and Documentation.



  
Chair Person  
Internal Quality Assurance Cell (IQAC)  
B.C. Medhi College, Ramdia

  
Co-ordinator, IQAC  
B.C. Medhi College, Ramdia

## ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
19-07-2022	The every staff member of the college should actively take part in NAAC Assessment.	The activities related NAAC has been distributed among the staff and HoD of the deptt.
19-07-2022	The IQAC of the college should organize One Week State Level Workshop for the office staff members and other schools office staff.	07 days' workshop has been conducted for the office staff and other employees in State Level Participation certificates are provided.

  
Chair Person  
Internal Quality Assurance Cell (IQAC)  
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Co-ordinator, IQAC  
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