

# Meeting of IQAC

Date: 02/11/2017

Place: IQAC Room

Day: Thursday

Time: 1:00 pm.

<u>Name of the members</u>	<u>Signature</u>
1. Ashit Kr. Paul	
2. Satyabati Medhi (Co-ordinator)	
3. Dilip Das	
4. Sitendra Deka	
5. Mukut Pathak	
6. Manisha Mazumdar	
7. Shahidul Iskan	
8. Jaya Medhi	Jaya Medhi
9.	

## Agenda

- ① Acceptance of the chair by the president.
- ② Purpose of the meeting.
- ③ Presentation of resolution of previous meeting.
- ④ Discussion regarding publication of the news letters.
- ⑤ Others.

Today the 2<sup>nd</sup> Nov. 2017, Thursday a meeting of IQAC has been held at IQAC room in the presence of above signed members of IQAC. As the resolutions taken in the previous meeting has implemented the main purpose of

publishing a news letter by IQAC.

### Resolutions

① It is resolved that Annual News letter would be published from the session 2016-17 and 2017-18.

② The editorial board of the newsletter for the first issue will be --

Editor: Satyabati Medhi

Members: Sitendra Deka

Dilip Das

Md. Shahidul Islam

Mukut Pathak

Manisha Mazumdar

At the end the president request the fellows to co-operate in every aspects of the college and closed the meeting.



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

# ACTION TAKEN REPORT

Date of Meeting	Decision Taken	Action Taken
02/11/2017	Annual News letter would be published	The preparation of News letter is going on
02/11/2017	The Editorial board formation of News letter	The Editorial board for News letter has been formed and the appointment letter also issued by the Principal sir



Satyabati Medhi

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