

# Meeting of IQAC

Date: 02/07/2019

Place: Principals room

Day: Wednesday


## Name of the Members

## Signature

1. Dr. Ashit Kr. Paul



2. Dr. Satyabati Medhi (Co-ordinator)



3. Jitendra Deka



4. Shahidul Islam



5. Manisha Majumdar

Manisha Majumdar

6. Jaya Medhi

Jaya Medhi

7. Abu Lais Ahmed

Abu Lais Ahmed

8.

## Agenda

① Discussion regarding conduct of an workshop on 'CBCS Course'

② Discussion on feedback analysis of the stakeholders.

③ Others.

Today the 2nd of July 2019 a meeting of the IQAC had been held in the IQAC room in the presence of the above signed members. The purpose of the meeting is to organise and workshop on the topic - 'CBCS Course' and also

At the end of the meeting, following resolutions have been undertaken.

## Resolutions

① It has been resolved that an workshop on CBCS course have to be organised before the starting of the new session. Accordingly date had fixed on 18<sup>th</sup> of July 2019.

② It is resolved that the workshop would be organised in Association with IGAC and AAC of the college.

③ It is resolved that Dr. Satyabati Medhi and Jitendra Deba would be the joint convenor of the workshop.

④ It is resolved to perform all the deeds regarding co-operation with resource person for the workshop had been handed to the convenor of IGAC.

⑤ It is resolved that responsibility of Brochure printing is handed to Jitendra Deba.

⑥ It is resolved that Jaya Medhi would manage the projector.

⑦ It is resolved that Principal i/c Sir would manage the lunch for the day.

Resolved that  
⑧ Necessary action should be taken on the basis of feedback analysis for further improvement

Giving thanks to all the  
chairperson closed the meeting.

Regards.



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

# ACTION TAKEN REPORT

Date of the meeting	Decision Taken	Action Taken
02/07/2019	Conduction of a one day workshop CBCS course.	The committee has been formed
02/07/2019	Selection of the resource person for the workshop	Resource person has been selected to Dr. Drinrajit Choudhury Sr. Controller, Gov. and communicated to another for selection - finally workshop has been conducted by ICPC



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