OFFICE OF THE IQAC BINANADI CHANDRA MEDHI COLLEGE, RAMDIA

Minutes of the Meeting

Below are the minutes of the meeting held on 09/01/2023 at 11:00 AM at the Room No-1

Members Present:

- 1. Dr. Ashit kr. Paul -
- 2. Dr. Meena Kumari Das-

Chairperson cum Principal i/c Academic In charge

Rezzak Ali Saidur Rahman -

Member Member Member

Member

Member

Member

- 5. Dr. Manisha Majumdar -
- 6. Darpana Choudhury -
- 7. Jaya Medhi -
- 8. Lalit Chandra Bharali -
- 9. Abu Lais Ahmed -
 - Member Member
- 10. Dr. Satyabati Medhi N
- 11. Shahidul Islam
- Co-ordinator

Agenda:

- 1. Regarding preparation of Academic Audit for NAAC Assessment.
- 2. Regarding departmental ppt presentation before Expert of Academic and Administrative Audit team.

Resolutions:

- Each department should present their ppt. for departmental Academic and Administrative Audit on 24th January, 2023
- 2. Each HoD of the department should submit the name of faculty members for displaying departmental Board on or before 24th January ,2023.





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

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ACTION TAKEN REPORT

Date of Meeting	Decision Taken •	Action Taken
19/01/2023	Each department should present their departmental ppt. for Academic and Administrative Audit on 24 th January ,2023	All the DoD has presented their departmental ppt. for Academic and Administrative Audit.
19/01/2023	Each Hod should submit the name of the faculty members for displaying departmental Board.	The HoDs are informed for submission the name of faculty members.

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

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

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