



# SAPEKHATI COLLEGE

## Internal Quality Assurance Cell (IQAC)

Co-Ordinator  
Atul Chandra Gogoi  
P.O.- Sapekhati  
Dist- Charaideo (Assam), Pin-785692  
Mobile No.: 9954914956  
mail- sapekhaticollege@gmail.com  
Web -www.sapekhaticollege.in

Chairman  
Dr. Kanaklata Konwar  
Principal i/c  
P.O.- Sapekhati  
Dist-Charaideo (Assam), Pin-785692  
Mobile No.: 9859326800  
Email- sapekhaticollege@gmail.com  
Web- www.sapekhaticollege.in

No.....

### Proceeding of the IQAC Meeting

Date.....

Today on 25/09/2015, a general meeting among the teaching, non-teaching staff and the student's body of the college with a view to discuss the preparation for inviting NAAC peer team in the coming days. The meeting was convened by the Chairperson of the IQAC of Sapekhati college who is also the Principal I/C of Sapekhati College.

As per request of the meeting the Principal of the College presided over the meeting. The IQAC Coordinator Mr. Atul Chandra Gogoi placed the agenda of the meeting with an elaboration on the matter to be discussed in the meeting. He informs all the members of the meeting that before going to prepare self study report of the College by the IQAC, it is necessary to constitute some important committees for various activities of the College. After threadbare discussion on the matter the meeting constituted a number committees such as...

1. Internal Semester Monitoring Committee
2. Examination Committee
3. Admission Committee
4. Library Committee
5. Sports Committee
6. Admission Committee
7. Routine Committee
8. UGC Building Construction Committee
9. Women Cell
10. Research Committee
11. Leave record Committee
12. Purchase Committee
13. Election Committee
14. Placement Committee
15. Grievances Redressal Committee
16. Anti-Ragging Committee
17. Campus Development Committee
18. Career and Counseling Committee

Co-Ordinator

*Atul*  
Co-ordinator  
IQAC  
Sapekhati College

Chairman

*Kanaklata*  
Principal i/c  
Sapekhati College

In the meeting the Principal has empowered the coordinator of the committees to design plan and policies for implementation the various activities of the College in the coming days. The coordinator however expresses his view about the problem faced by the faculty members in the college due to lack of separate room for each department. He requests the College authority to take initiative in this regard.

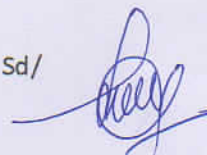
Mr. Hemanta Kr. Baruah, Vice Principal of the College points out in the meeting the problem arises in the College from the irregularities of Electric supply. He therefore request the college authority to arrange a generator in the College campus to sort out the problem.

The general meeting of the IQAC of the College adopts few resolutions on the basis of the discussion and suggestions.

### Resolutions of the Meeting are-

1. After threadbare discussion on the matter the meeting adopts a resolution and urged the Principal to take necessary initiative to construct separate room for each department immediately with a view to create a positive academic environment.
2. The meeting unanimously resolved that the College authority has to take prompt measure to short out the electrification problem in the College campus by arranging a Generator.

Sd/



Chairman IQAC

Sapekhati College

Principal i/c  
Sapekhati College



# SAPEKHATI COLLEGE

## Internal Quality Assurance Cell (IQAC)

Co-Ordinator  
Atul Chandra Gogoi  
P.O.- Sapekhati  
Dist- Charaideo (Assam), Pin-785692  
Mobile No.: 9954914956  
Email- sapekhaticollege@gmail.com  
Web -www.sapekhaticollege.in

Chairman  
Dr. Kanaklata Konwar  
Principal i/c  
P.O.- Sapekhati  
Dist-Charaideo (Assam), Pin-785692  
Mobile No.: 9859326800  
Email- sapekhaticollege@gmail.com  
Web- www.sapekhaticollege.in

Ref.No. SPKE/APPT/CO-ordi/3C/2015/15

Date 25/09/2015

From-

Office of the Principal  
Sapekhati College  
P.O. Sapekhati  
Dist: Charaideo  
Assam-785692

To,

Mrs. Tulika Changmai, Assistant Professor, Department of Assamese, Sapekhati College

Sub:- Appointment as a coordinator of Grievances Committee, Sapekhati College.

Respected Sir/ Madam

I have the pleasure to inform you that as per decision of the General meeting of IQAC held on 25<sup>th</sup> September, 2015 you have been appointed as a coordinator of Grievance Committee of Sapekhati College for three years w.e.f. 25/09/2015

Hope you will accept this assignment and take responsibility for the same.

Members:

1. Dr. Kanaklata Konwar, Chairman.
2. Mrs. Tulika Changmai, Co-ordinator
3. Hemanta R. Baruah, Vice-Principal
4. Birendra Saikia, Assl. Prof.
5. Swabnam Chelita, (Jr. Office Assl.)
6. Krishna Hazarika, G.S. (Student Union)
7. Pallabi Gogoi, Student Representative

Co-Ordinator

Co-ordinator  
IQAC  
Sapekhati College

Yours faithfully

Principal i/c  
Sapekhati College

25/09/2015  
Chairman  
Principal i/c  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai

P.O.:Sapekhati

Dist:Charaideo,Assam,Pin:785692

M.No.:8638062248

Email id:tulika.phukon@gmail.com

Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah

Principal i/c

P.O.:Sapekhati

Dist.:Charaideo,Assam

Pin:785692

M.No.:9678316844

## ABOUT GRC


The Grievances Redressal Committee of Sapekhati College has formed on 25<sup>th</sup> September 2015. The Committee consisted of the Chairperson, the Principal of College; the Coordinator Mrs. Tulika Changmai, Asst. Prof. ,Dept. of Assamese along with four teacher members- Vice-Principal; Asst. Prof of Pol. Science Dept. Mr. Barun Saikia; Coordinator of IQAC ,Mr. Atul Ch. Gogoi and LD Mrs. Swabnam Chetia. G.S of Student Union Body and one female member of Student Union Body was added as student members. From the very beginning the Committee has been holding two meeting in every year. Extensive discussion has been holding on certain issues relating to academic activities. As the College is rural based and it has so many weakness, grievances are redressed on priority basis.

The Committee is working for redressed of different grievances reported by students and staff of College regarding desks-benches, black-board, electric fans, books etc. Generally the students do not approach the Cell formally. Rather complaints are made verbally by a section of the students. So, the members of the Committee interact with the students regarding their problems. On the year of 2017 as per discussion of the GRC Committee and urged by the teaching staff ,Dr. Dipankar Malakar ,Asst. Prof. of Sapekhati College and his family donated the running water facility for the College. Apart from that on the year of 2020 and 2021 as per appealed from the students, 4 nos. of Ladies toilets and the Girls' common room had constructed.

The Committee is reconstituted time to time to look after the grievances of the students. On the year of 2021, the Principal of College has changed and new Principal Mr. Hemanta Kr. Baruah has took place of the Chairperson of the Committee. At present the Committee is working for redressal of different types of grievances reported by the students and college staff.

### **Committee Members of 2021-2022 are as follows:**

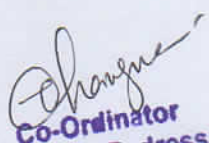
- 1.Mr. Hemanta Kr. Baruah,Principal as Chairperson of GRC
- 2.Mrs. Tulika Changmai,Assistant Professor,Head,Dept. of Assamese,as Coordinator/Convenor
- 3.Mrs. Anjali Saikia, Assistant Professor, Dept. of Economics
- 4.Mr. Abhijit Dutta, Assistant Professor,Dept. of English
- 5.Sri Rishiraj Konwar,G.S.,Student Representative
- 6.Miss Rimpay Borah,Student Representative


  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

  
Principal i/c  
Sapekhati College

### **Aims and objectives of the Committee**

1. Encouraging the students to express their grievances or problems freely without any fear.
2. Develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.
3. Students can put in writing of their grievances in the Complaint box installed in front of the Administrative Block.
4. Advising the students of the College to respect the right and dignity of one another.
5. Advising all staffs to be Affectionate to the students.

  
**Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College**

  
27/12/2022  
**Principal i/c  
Sapekhati College**



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

**20-09-2017**

Today on 20<sup>th</sup> September 2017, Wednesday GRC of Sapekhati College holds its meeting to discuss some important issues. Chaired by the Principal the objective of the meeting was stated by the convener Mrs. Tulika Changmai.

### **Decision Taken**

1. Repairing of Electric fans.
2. Installation of Running Water.

*Changmai*  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

*Hemanta Kr. Baruah*  
27/9/2017  
Principal i/c  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

### 28-02-2018

Today on 28<sup>th</sup> Feb'2018 , Wednesday GRC of Sapekhati College holds it meeting to discuss some important issues. The proceeding of the previous meeting was placed and it was approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Decision Taken**

1.Reconstitution of GRC.

### **Action Taken**

1. . Repairing of Electric fans.
2. Installation of Running Water

*Tulika Changmai*  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

*Hemanta Kr. Baruah*  
Principal i/c  
Sapekhati College

### 27-08-2018

Today on 27<sup>th</sup> Aug'2018 , Monday GRC of Sapekhati College holds it meeting to discuss some important issues. The proceeding of the previous meeting was placed and it was approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

**Action Taken:**1. Reconstitution of GRC.

*Tulika Changmai*  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

*Hemanta Kr. Baruah*  
Principal i/c  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

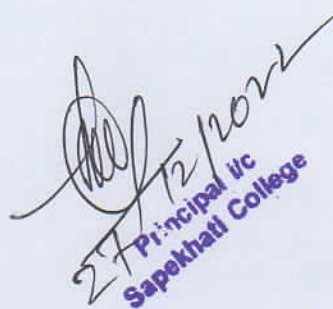
### Chairperson

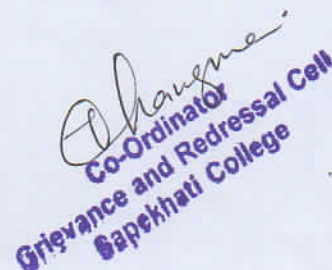
Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

### 11-03-2019

Today on 11<sup>th</sup> March 2019, Mondayday GRC of Sapekhati College holds it meeting with the newly elected members. The proceeding of the previous meeting was placed and it was approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

  
27/12/2022  
Principal i/c  
Sapekhati College

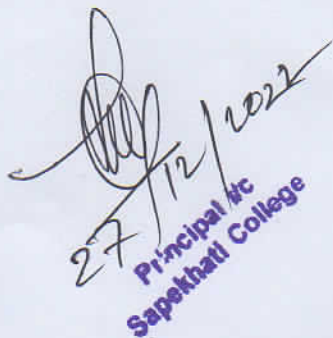
  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

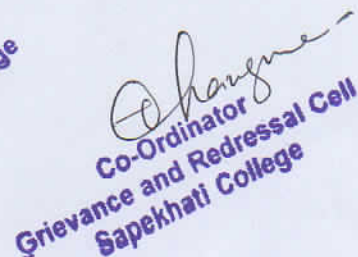
### 16-09-2019

Today on 16<sup>th</sup> Sept 2019 Monday, GRC of Sapekhati College holds it meeting to discuss some important issues. The proceeding of the previous meeting was placed and it was approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Decision Taken**

1. Renovation of Classrooms.
2. Purchase of Desk-Benches.

  
27/12/2022  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College





## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

### 07-02-2020

Today on 7<sup>th</sup> Feb' 2020, Friday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Decision Taken**

- 1.Repairing of Girls' urinal.

### **Action Taken**

1. Renovation of Classrooms.
2. Purchase of Desk-Benches.

  
27/12/2022  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

### 10-11-2020

Today on 10<sup>th</sup> November 2020, Tuesday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Action Taken:**

1. Reconstitution of GRC.

  
27/12/2022  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

### 07-02-2020

Today on 7<sup>th</sup> Feb' 2020, Friday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Decision Taken**

- 1.Repairing of Girls' urinal.

### **Action Taken**

1. Renovation of Classrooms.
2. Purchase of Desk-Benches.

  
27/12/2022  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

### 10-11-2020

Today on 10<sup>th</sup> November 2020, Tuesday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Action Taken:**

1. Reconstitution of GRC.

  
27/12/2022  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

## MINUTES OF GRC

### 19-01-2021

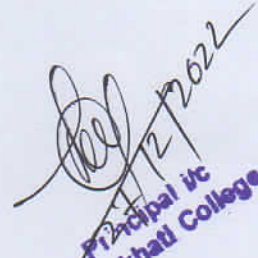
Today on 19<sup>th</sup> January 2021, Tuesday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

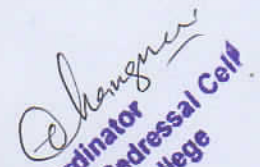
#### **Decision Taken**

1. Construction of Girls' Common Room.

#### **Action Taken:**

1. Construction of 4 nos. of Girls' urinal.

  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

### 12-11-2021

Today on 12<sup>th</sup> November 2021, Friday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

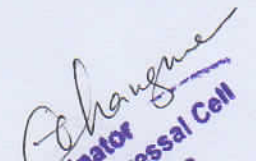
#### **Decision Taken**

1. Purchase of Desk-Benches
2. Allotment of Classrooms
3. New GS and Girls' Common Room Secy. are added as student representatives.

#### **Action Taken**

1. Construction of Girls' Common Room.

  
Principal i/c  
Sapekhati College

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College



## GRIEVANCES REDRESSAL COMMITTEE SAPEKHATI COLLEGE

### Coordinator

Tulika Changmai  
P.O.:Sapekhati  
Dist:Charaideo,Assam,Pin:785692  
M.No.:8638062248  
Email id:tulika.phukon@gmail.com  
Web.-www.sapekhaticollege.in

### Chairperson

Mr.Hemanta Kr. Baruah  
Principal i/c  
P.O.:Sapekhati  
Dist.:Charaideo,Assam  
Pin:785692  
M.No.:9678316844

### 04-02-2022

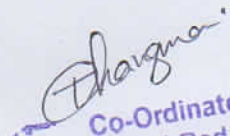
Today on 4<sup>th</sup> Feb'2022, Friday, GRC of Sapekhati College holds its meeting to discuss some important issues. The minutes of the previous meeting were placed and they were approved unanimously. Chaired by the Principal the objective of the meeting was stated by the Coordinator Mrs. Tulika Changmai.

### **Decision Taken**

1. Replacement of Microphone set
2. Replacement of blackboard and stands
3. Purchase of Chairs for teachers Common Room

### **Action Taken**

1. Purchase of Desk-Benches
2. Allotment of Classrooms

  
Co-Ordinator  
Grievance and Redressal Cell  
Sapekhati College

  
Principal i/c  
Sapekhati College