

# SAPEKHATI COLLEGE

## Internal Quality Assurance Cell (IQAC)

Co-Ordinator  
Atul Chandra Gogoi  
P.O.- Sapekhati  
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: SPKC/IQAC/Minute/2017/01

Date 28/01/2017

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 28<sup>th</sup> January 2017

Place: IQAC Room

The agenda of the meeting

Agenda No1. Chair taking by the IQAC Chairman

Agenda No2. Purpose of the meeting

Agenda No3. Discussion on preparation yearlong activities of various sub- committees

Agenda No4. Organizing one day workshop on NAAC


Agenda No5. Any others

Discussion: A meeting of the IQAC is held today on 28<sup>th</sup> January, 2017 in IQAC room at 11am.

The meeting is presided over by the Principal i/c cum Chairperson of IQAC. The Chairperson welcomes all the members of the meeting. The coordinator of IQAC Atul Chandra Gogoi explains the aims and objectives of the meeting and read out the proceeding of the previous meeting. The members of the meeting discussed to make a yearlong calendar of activities for the various cells of IQAC and asked the Coordinator of IQAC to organize a one day workshop to know the entire process of NAAC. After discussion the following resolutions are adopted.

Co-Ordinator

Chairman

  
Vice-Principal  
Sapekhati College

# SAPEKHATI COLLEGE

## Internal Quality Assurance Cell (IQAC)



Co-Ordinator

Atul Chandra Gogoi

P.O.- Sapekhati

Charaideo (Assam), Pin-785692

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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

Date.....

### Resolutions:

1. Resolved that initiatives be taken for preparing the schedule of activities of the various Cells of IQAC throughout the Session.
2. Resolved that one day workshop on NAAC be organized by IQAC shortly to know the entire process of NAAC accreditation starting from registration of HEI in the NAAC's Portal.

### Action Taken Report:

1. Student's induction programme with IQAC members is conducted in the first week of the November 2016 for creating awareness and dissemination of information of IQAC.
2. Meeting was held with students to make college campus as no-plastic and tobacco free zone.

Signature of the Chairperson

Co-Ordinator

Chairman

Vice-Principal  
Sapekhati College





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 Mobile No.: 9859326800  
 Email- sapekhaticollege@gmail.com  
 Web- www.sapekhaticollege.in

Ref No: SPKC/IQAC/Minute/2017/02

Date: 06/09/2017

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 6<sup>th</sup> September, 2017

Place: IQAC Room

#### The agenda of the meeting

- Agenda No 1. Taking over chair by the IQAC Chairman
- Agenda No 2. Purpose of the meeting
- Agenda No 3. Organizing awareness 'Programme on Girls Child Protection'
- Agenda No 4. Observation of Shilpi Divas
- Agenda No 4. Any others

#### Discussion

Today on 6<sup>th</sup> September, 2017 a meeting of the IQAC is held in IQAC room at 1-30 PM. Chairperson of the IQAC is taking over the Chair and welcome the member represent in the meeting. The purpose of the meetings explained by the IQAC Coordinator Atul Chandra Gogoi. The proceeding of the previous meeting of the IQAC is read out by the Coordinator, IQAC and proper discussion is made on it. As per agenda the chairman of the meeting open agenda 3 and 4 jointly for organizing awareness programme on girl child protection and observation of Silpi Divas is discussed. After the sincere discussion the following resolutions are adopted.

Co-Ordinator

  
 Chairman  
 Vice-Principal  
 Sapekhati College

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uil-sapekhaticollege@gmail.com  
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Date .....

### Resolutions:

1. An awareness programme on 'Girl Child Protection' to be held at nearby village, initiative will be taken by Women Cell.
2. Resolved that the College be adopted a village to provide some services for establishing social relationship.

### Action Taken Report:

1. One Day Workshop on NAAC was organized by IQAC on 25<sup>th</sup> February, 2017
2. Meeting with sub-Committees was held and functioning according to the scheduled.

Signature of Chairperson

Co-Ordinator

  
Chairman  
Vice-Principal  
Sapekhati College





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 Mobile No.: 9859326800  
 Email- sapekhaticollege@gmail.com  
 Web- www.sapekhaticollege.in

Ref No: SPKE/IQAC/Minute/2018/03

Date 20/03/2018

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 20<sup>th</sup> March, 2018

Place: IQAC Room

#### The agenda of the meeting

Agenda No.1. Taking Chair by the IQAC Chairperson

Agenda No.2. Purpose of the meeting

Agenda No.3. Discussion on Sign in MoU between Sapekhati College and Beragaon High School

Agenda No 4. Discussions on Alumni meet of Department of Education

Agenda No. 5. Observation International Yoga Day

Agenda No. 6. Any others

#### Discussion:

The meeting of IQAC is held on 20<sup>th</sup> March 2018 at 1-00 pm in IQAC room. The meeting is presided over by the Chairperson of IQAC. The Coordinator Atul Chandra Gogoi explains the purpose of the meeting. The proceeding of the previous meeting is read out by the Coordinator, IQAC which is adopted in the meeting.

Co-Ordinator

20/03/2018  
 Chairman  
 Principal i/c  
 Sapekhati College

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Date .....

**The Action taken Report:**

1. An awareness programme on 'Girl Child Protection' was organized by Women Cell on 18<sup>th</sup> Nov 2017.
2. The College has adopted a village named Oguri Shyam Gaon for Social relationship.
3. Silpi Divas was observed in College on 17<sup>th</sup> January, 2018.

**Resolution:**

As per agenda, discussions are held and the following resolutions are adopted.

1. Resolved that the College be signed in MoU with Baregaon High School shortly.
2. Resolved that the College be observed 'International Yoga Day on 21<sup>st</sup> June 2018.
3. Department of Education Alumni meet be organized as per convenience.

Signature of the Chairperson

Co-Ordinator

  
Chairman  
28/03/2018  
Principal i/c  
Sapekhati College





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 Email- sapekhaticollege@gmail.com  
 Web- www.sapekhaticollege.in

Ref NO: SPKE/IBAE/Minute/2018/04

Date 06/12/2018

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 6<sup>th</sup> December, 2018

Place: IQAC Room

#### The agenda of the meeting

- Agenda No. 1. Taking Chair by the IQAC Chairperson
- Agenda No. 2. Purpose of the meeting
- Agenda No. 3. Installation running water in college campus
- Agenda No. 4. Organizing ICSSR National Seminar by Education Department
- Agenda No. 5. Discussion on NSS Special camp
- Agenda No. 6. Publishing College News Letter for Agenda no
- Agenda No. 5. Any others

#### Discussion:

A meeting of the IQAC is held on 6<sup>th</sup> December 2018 at 12 Noon in IQAC room. Chairperson presides over the meeting. The purpose of the meeting is stated by Atul Chandra Gogoi, Coordinator IQAC. The members of the meeting want to know the programmes worked out in the last session. The coordinator reads out the proceeding of the previous meeting and states briefly the activities materialized by of the IQAC and different Cells. The members of the meeting constitute an organizing committee for the seminar on the date fixed earlier. The members of the meeting suggest publication of college newsletter at regular intervals which will also help in maintaining various records for IQAC. Sincere discussion was held on the subjects of the agenda and following resolutions were taken.

Co-Ordinator

Chairman

*(Signature)*  
 06/12/2018  
 Principal i/c  
 Sapekhati College

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Date .....

### Action Taken Report.

1. MoU was signed between Sapekhati College and Baregaon H.S. School on 5<sup>th</sup> Feb, 2018
2. 'International Yoga Day' was observed in College on 21<sup>st</sup> June, 2018.
3. The Department of Education was organized Alumni meet on 29<sup>th</sup> March, 2018.

### Resolutions:

1. It is resolved to form a committee for organizing ICSSR Sponsored National Seminar smoothly and be published the Proceeding volume.
2. It is resolved to install running water in College Campus to facilitate the students for better environment.
3. It is resolved to organize NSS Special Camp on 23<sup>rd</sup> to 29<sup>th</sup> December, 2018.
4. It is resolved for publishing College News Letter for the session 2018-2019 and active initiative be taken by Assistant Professor Ritamoni Chutia and Dr. Bijumoni Dutta jointly.

Signature of the Chairperson

Co-Ordinator

  
Chairman  
06/12/2018  
Principal i/c  
Sapekhati College



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**Internal Quality Assurance Cell (IQAC)**

Co-Ordinator

Atul Chandra Gogoi

P.O.- Sapekhati

Charaideo (Assam), Pin-785692

Mobile No.: 9954914956

il-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: SPKC/IQAC/Minute/2019/05

Date: 12/02/2019

**MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE**

Meeting of the IQAC, Sapekhati College

Date: 12<sup>th</sup> February, 2019

Place: IQAC Room

**Agenda of the meeting**

Agenda No. 1. Taking Chair by the IQAC Chairperson

Agenda No. 2. Purpose of the meeting

Agenda No. 5. Discussion on Choice Based Credit System Workshop

Agenda No. 3. Observation World Environment Day

Agenda No. 4. Organizing NSD Drama Workshop

Agenda No. 6. Any other

The meeting of IQAC is held on 12<sup>th</sup> February, 2019 at 1- 00 pm in IQAC room under the chairmanship of the IQAC Chairperson. The coordinator, Atul Chandra Gogoi explains the purpose of the meeting. The proceeding of the previous meeting is read out by the coordinator, IQAC which is accepted in the meeting. After the discussion in the meeting following resolutions are adopted.

Co-Ordinator

Chairman

*(Signature)*  
Vice-Principal  
Sapekhati College

# SAPEKHATI COLLEGE

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P.O.- Sapekhati

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Mobile No.: 9954914956

il- sapekhaticollege@gmail.com

Web- www.sapekhaticollege.in

Chairman

Dr. Kanaklata Konwar

Principal i/c

P.O.- Sapekhati

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Date .....

### Action taken Report:

1. Organized the ICSSR Sponsored National Seminar in College on 25<sup>th</sup> & 26<sup>th</sup> Oct 2018.
2. Installed running water facility in College campus donated by Mr. Jogat Chandra Malakar and his entire family in the memory of Dr. Sudhir Chandra Malakar.
3. NSS Special Camp was organized on 23<sup>rd</sup> to 29<sup>th</sup> December, 2018.
4. College News Letter was published for the Session 2018-2019.

### Resolutions:

1. World Environment Day, 2019 is jointly observed by the college NSS Unit and Eco-Club of Sapekhati College.
2. Drama workshop is organized by IQAC in association with NSD on March, 2019.
3. Resolved that one day workshop on CBCS is organized in college as early as possible.

With these resolutions the meeting ends with a speech from the chairperson.

Signature of the Chairperson

  
Chairman  
Vice-Principal  
Sapekhati College

Co-Ordinator





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 Dist-Charaideo (Assam), Pin-785692  
 Mobile No.: 9859326800  
 Email- sapekhaticollege@gmail.com  
 Web- www.sapekhaticollege.in

Ref. No: SPK/IQAC/Minute/2019/06

Date: 09/12/2019

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 9<sup>th</sup> December, 2019

Place: IQAC Room

#### Agenda of the meeting

Agenda No. 1. Taking Chair by the IQAC Chairperson

Agenda No. 2. Purpose of the meeting

Agenda No. 3. Observation Swachhata Hi Sewa Campaign

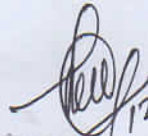
Agenda No. 4. Discussion on organizing Quiz Competition by Eco-Club of the College

Agenda No. 5. Organizing Blood Donation Camp by IQAC

Agenda No. 6. Any others

A joint meeting with IQAC and departmental faculties is held on 9<sup>th</sup> December, 2019 at 1:30 pm in IQAC room under the chaired of IQAC Chairperson. The aims and objectives of the meeting is explained by the coordinator, IQAC and proceeding of the last meeting is being read out which is unanimously accepted in the meeting.

Co-Ordinator

  
 09/12/2019  
 Chairman  
 Principal i/c  
 Sapekhati College

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P.O.- Sapekhati

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Chairman

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Principal i/c

P.O.- Sapekhati

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Date .....


### Action taken Report:

1. World Environment Day was well observed on 5<sup>th</sup> June, 2019
2. Workshop on CBCS course (UG level) was organized by IQAC on Feb, 2019
3. Drama workshop was organized by IQAC in collaboration with NSD on 9<sup>th</sup> to 11<sup>th</sup> March, 2019.

### Resolutions:

1. Resolved that Remedial classes be started for those students who have failed in different subjects.
2. Resolved that Blood donation camp be organized in the College in association with different social organizations.
3. Resolved that the College be organized a Career Counseling programme for the greater interest of the College.
4. Resolved that Workshop on Digital Transaction be organized in the initiative of Economics Department of the College.

Signature of the Chairperson

  
Chairman  
Principal i/c  
Sapekhati College  
09/12/2019

Co-Ordinator





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Mobile No.: 9859326800  
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Web- www.sapekhaticollege.in

Ref. no.: SPKCI IQAC/Minute/2020/07

Date 05/03/2020

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 5<sup>th</sup> March, 2020

Place: IQAC Room

#### The agenda of the meeting

Agenda of the meeting

Agenda No.1. Taking Chair by the IQAC Chairperson

Agenda No.2. Purpose of the meeting

Agenda No.3. Discussion on organizing Inter-College Kabbadi Competition

Agenda No.4. Discussion on Debating Competition on Citizenship Amendment Act, 2019


Agenda No.5. Discussion on Awareness Programme CORONA Virus

Agenda No.6. Discussion on Online National Webinar

Agenda No.7. Any Others

Today on 5<sup>th</sup> March, 2020 a meeting of the IQAC is held at 1:00 pm in IQAC room. Chairperson presides the meeting. The purpose of the meeting is explained by the coordinator, IQAC and the proceeding of the last meeting is unanimously accepted.

Co-Ordinator

  
Chairman  
05/03/2020  
Principal i/c  
Sapekhati College



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Date .....

**Action taken Report**

1. Remedial Classes are being started by all the Departments of the College.
2. Blood Donation camp was organized by IQAC of the College in association with seven other social organizations on 7<sup>th</sup> Nov, 2019.
3. The Career Counseling Cell was organized 'Career Awareness Programme' for the welfare of the students on 2<sup>nd</sup> Nov, 2019.
4. Workshop on 'Digital Transaction' was organized by the Economics Department on 5<sup>th</sup> Nov, 2019 for imparting knowledge of online transaction to the students.

**Resolutions:**

1. In the meeting it is resolved that Debating competition be organized for the intellectual development of the students.
2. Resolved that due to Covid-19, lockdown period, the teaching staff be taken initiatives to keep close contact with the students through virtual platforms like Whatsapp group, Google Classroom, Google meet etc.
3. Resolved that an awareness programme be organized by the college on CORONA Virus.

Signature of the Chairperson  
Principal i/c  
Sapekhati College  
25/11/2020  
Chairman

Co-Ordinator





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Ref NO.: SPKC/IQAC/Minute/2020/08

Date 08/08/2020

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 8<sup>th</sup> August, 2020

Place: IQAC Room

#### Agenda of the meeting

Agenda No. 1. Taking Chair by the IQAC Chairperson

Agenda No. 2. Purpose of the meeting

Agenda No. 3. Discussion on International Webinar

Agenda No. 4. Discussion on Awareness Programme, Plantation and Cleanliness

Agenda No. 5. Any Others

#### Discussion:

A virtual meeting of IQAC is held on 8<sup>th</sup> August, 2020 at 7 pm. principal i/c and all the teaching and non-teaching staff of the College have participated in this meeting. Principal of the College requests the teaching staff to continue their efforts to keep contact with the students. Prolonged and sincere discussion is being made and unanimously the following resolutions are adopted for future progress of the students.

#### Action taken Report:

1. Debating competition was organized by Eco Club on 7<sup>th</sup> March, 2020 on "Citizenship Amendment Act, 2019 is against Assam and Assamese".
2. Online classes had been taken by the college teachers through virtual platform Google Classroom, WhatsApp group, Google meet etc.

Co-Ordinator

Chairman

  
Principal i/c  
Sapekhati College



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Ref. NO.: SPKC/IQAC/Minute/2020/08

Date 08/08/2020

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

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Date: 8<sup>th</sup> August, 2020

Place: IQAC Room

#### Agenda of the meeting

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#### Action taken Report:

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Chairman

  
Principal i/c  
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No.....

Date.....

3. Awareness Programme on CORONA Virus was organized by NSS Unit, Teaching & non-Teaching Staff of the college on 17<sup>th</sup> to 31<sup>st</sup> March, 2020

### Resolutions:

1. Resolved that an online national/ international Webinar be organized during the lockdown period.
2. Resolved that programme on plantation in College campus be organized as soon as possible.

Signature of the Chairperson

  
Chairman  
Principal i/c  
Sapekhati College

Co-Ordinator



## SAPEKHATI COLLEGE

# Internal Quality Assurance Cell (IQAC)

Co-Ordinator  
Dr. Dipankar Malakar  
P.O.- Sapekhati  
Dist- Charaideo (Assam), Pin-785692  
Mobile No.: 8822167788  
Email- sapekhaticollegeiqac@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. SPEC/IQAC/minute/2021/09

Date 07/4/2021

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 7<sup>th</sup> April, 2021

Place: IQAC Room

#### Agenda of the meeting

Agenda No 1. Taking Chair by the IQAC Chairperson

Agenda No 2. Purpose of the meeting


Agenda No 3. Discussion on International Women's Day

Agenda No 4. Discussion on Construction of Ladies Toilet

Agenda No 5. Any Others

#### Discussion:

A meeting of the IQAC is held on 7<sup>th</sup> April, 2021 at 1 pm. in IQAC room under the chairmanship of the chairperson of IQAC, Sapekhati College. The coordinator, Dr. Dipankar Malakar explains the purpose of the meeting. The proceeding of the previous meeting is read out by the coordinator, IQAC which is accepted in the meeting.

  
Principal i/c  
Sapekhati College





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### Action Taken Report:

1. One day online National Webinar on “ Online Learning Versus Traditional Classroom Learning: Mechanical and Moral Knowledge during the Era of Covid-19” was jointly organized by Department of Education of Sapekhati College and Mazbat College on 5<sup>th</sup> July, 2020.
2. One day International Webinar on “Post Pandemic Quality Assurance in Education” was jointly organized by Department of Education, Sapekhati College and Mazbat College, Assam on 14<sup>th</sup> August, 2020.
3. Programme on “Plantation and Cleanliness” was organized in College by Eco-Club, on 17<sup>th</sup> August, 2020 which would be beneficial in creating awareness about bigger issue like degrading environment.

Signature of the Chairman  
Principal i/c  
Sapekhati College



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Ref.No.....*S.P.K.C./IQAC/minute/2021/10*

Date.....*18/08/2021*

### MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 18<sup>th</sup> August, 2021

Place: IQAC Room

The meeting is chaired by the chairperson of the IQAC. The agenda of the meeting are as follows

Agenda of the meeting

Agenda No 1. Taking Chair by the IQAC Chairperson

Agenda No 2. Purpose of the meeting

Agenda No 3. Discussion on construction of Girls Common Room

Agenda No 4. Discussion on observation of 105<sup>th</sup> Assam Sahitya Sabha Foundation Day

Agenda No 5. Any Others

Discussion:

A meeting of the IQAC is held on 18<sup>th</sup> August, 2021 at 1 pm in IQAC room under the chairmanship of IQAC chairperson of the College. The coordinator, Dr. Dipankar Malakar

  
Principal i/c  
Sapekhati College



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Chairman  
Dr. Kanaklata Konwar  
Principal i/c  
P.O.- Sapekhati  
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Ref.No.....

Date.....

explains the purpose of the meeting. The proceeding of the previous meeting is read out by the coordinator, IQAC which is accepted in the meeting.

### Action Taken Report:

1. The International Women's Day was observed by Women Cell in Association with Anti Sexual Harassment Committee & Internal Complains Committee of the college on 8<sup>th</sup> March, 2021
2. A ladies Toilet was constructed in the college by Sapekhati Gaon Panchayat in 2021.

### Resolutions:

1. In the meeting it is resolved that the proposal has been accepted for donating a Girls Common room from Mr. Bimola Prasad Phukon.
2. It is resolved that 105<sup>th</sup> Assam Sahitya Sabha Foundation Day be observed by IQAC, Sapekhati College in Association with Department of Sociology, and Jyoti Kala Sahitya Sabha, Sapekhati, on 27<sup>th</sup> December, 2021

Signature of the Chairperson

Principal i/c  
Sapekhati College



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Chairman  
Mr. Hemanta Kr. Baruah  
Principal i/c  
P.O.- Sapekhati  
Dist-Charaideo (Assam), Pin-785692  
Mobile No.: 9678316844  
Email- sapekhaticollege@gmail.com  
Web- www.sapekhaticollege.in

Ref.No...*SPE/IQAC/minute/2022/11*

Date...*25/04/2022*

## MINUTE OF IQAC MEETING OF SAPEKHATI COLLEGE

Meeting of the IQAC, Sapekhati College

Date: 25<sup>th</sup> April, 2022

Place: IQAC Room

The meeting is chaired by chairperson of the IQAC Mr. Hemanta Kumar Baruah. The agenda of the meeting are as follow

Agenda of the meeting

Agenda No 1. Taking Chair by the IQAC Chairperson

Agenda No 2. Purpose of the meeting

Agenda No 3. Discussion on Digitalization of College Library

Agenda No 4. Discussion on construction of College Canteen

Agenda No 5. Any Others

**Action taken-**(College Library was digitalized by 25<sup>th</sup> April, 2022 College Canteen was constructed and donated by Sjt. Tridip Kr. Phukon in memory of his father Late Ghana Phukon, inaugurated on 10<sup>th</sup> Nov, 2022)

  
Signature of the Chairman  
Principal i/c  
Sapekhati College