

INTERNAL QUALITY ASSURANCE CELL

# MELAMORA COLLEGE

Melamora, Golaghat, Assam -785702

Website : [www.melamoracollege.com](http://www.melamoracollege.com)

Email – [melamoracollege1987@gmail.com](mailto:melamoracollege1987@gmail.com)

Ref .....

Date 12/08/2017

## IQAC MINUTES

### Agenda Items :

Item no 1: Preparation of class routine for the next session.

Item no 2 : Completion of courses in stipulated period.

Item no 3 : Conducting workshops and seminars.

### Resolutions :

1. The vice principal is to initiate the preparation of the class routine for the current session.
2. All the HODS shall take the responsibility for the completion of courses in time.
3. Departmental seminars and workshops are to be conducted.

### Members Present :

1. Mr . Sanjib Kr. Boruah

2. Mr. Protim Saikia

3. Mr . Prodip Saikia

4. Mr Luhit Nath

5. Mr . Dibakar Barman

6. Mrs .Juri Baruah

The meeting is chaired by the Principal cum Chairperson, IQAC.

Principal  
Melamora College  
Melamora, Golaghat





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Ref .....

Date 7/8/2018 .....

## IQAC MINUTES

### MEMBERS PRESENT:

1. Mr Sanjib Kr Boruah
2. Mrs Juri Baruah
3. Mr Protim Saikia
4. Mr Luhit Nath
5. Mr Dibakar Barman

### AGENDA ITEMS :

**Item No 1 :** Preparation of College for introducing CBCS.

**Item No 2 :** Conducting awareness programmes and extension activities.

### Discussion :

The aforesaid agenda items have been discussed thoroughly with the guideline provided by Dibrugarh University.

### Resolutions :

1. The preparation of the College prospectus for new session is to be completed at earliest.
2. More awareness and extension activities are to be conducted.

The meeting is chaired by the Principal cum Secretary , IQAC.

**Principal**  
**Melamora College**  
**Melamora, Golaghat**





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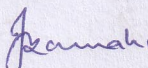


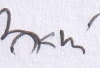
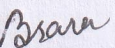
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Ref .....

Date 16/08/2019.....

## IQAC MINUTES

### MEMBERS PRESENT:

- |                        |   |
|------------------------|---|
| 1. Mr Sanjib Kr Boruah |    |
| 2. Mrs Juri Baruah     |    |
| 3. Mr Protim Saikia    |    |
| 4. Mr Dibakar Barman   |   |
| 5. Mr Luhit Nath       |  |
| 6. Mr Biswajit Bora    |  |

### Agenda Items:

1. Online Admission

### Discussion :

The principal presents the proposal of making the admission process online .The members express their satisfaction over the proposal and ready to provide support the institution by informing the students through WhatsApp group.

### Resolutions :

1. There would be online and offline admission system from this ensuing semester.

The meeting is chaired by the principal cum chairperson, IQAC.



Principal  
Melamora College  
Melamora, Golaghat





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Ref .....

Date .15/02/2020

## IQAC MINUTES

### MEMBERS PRESENT :

1. Mr Sanjib Kr Boruah

2. Mr Protim Saikia

3. Mrs Juri Baruah

4. Mr Luhit Nath

5. Mr Dibakar Barman

### AGENDA ITEMS :

1. Item no 1 : Progress of the activities of various cells and committees.
2. Code of conduct .
3. Conducting orientation programmes.

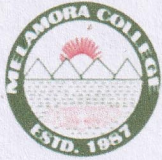
### RESOLUTIONS :

1. The meeting accepts the code of conduct Handbook for teachers, students and staff.
2. The orientation programme for new comers is to be organized.
3. Assessment of activities of Cells and Committees is to be reviewed.

The meeting was chaired by the Principal.

Principal  
Melamora College  
Melamora, Golaghat





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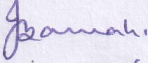

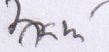

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Ref .....

Date ..16/12/2021..

## IQAC MINUTES

### MEMBERS PRESENT :

1. Mr Sanjib Kr Boruah 
2. Mrs Juri Baruah 
3. Mr Protim Saikia 
4. Mr Luhit Nath 
5. Mr Dibakar Barman 

### AGENDA ITEMS :


1. Re-construction of IQAC

### RESOLUTIONS:

1. IQAC is to be newly constructed.

### DISCUSSION :

The meeting is chaired by the principal. The aforesaid item is thoroughly discussed and IQAC has been newly constructed as per NAAC latest guideline published in NAAC website. With consensus, the IQAC has been formed as follows.....

- Chairperson :** Mr. Sanjib kr. Boruah, Principal.
- Co-Ordinator :** Mr. Luhit Nath
- Members :**
- (i) Mr. Sanjib Kr. Bora  
B.D.O. Central Block, Kathalguri, Golaghat
  - (ii) Mr. Prodip Saikia  
President, G.B. Melamora College.
- Members from Teachers :**
- (i) Mr. Dibakar Barman
  - (ii) Mr. Protim Saikia
- Members From Local Society :**
- (i) Mr. Priyaram Saikia
  - (ii) Mr. Debananda Saikia
- Members from Students :** President / Secretary  
Students' Union Body, Melamora College. 

**Principal**  
Melamora College  
Melamora, Golaghat





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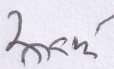
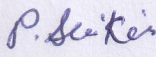
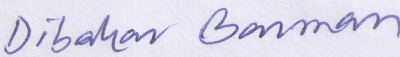
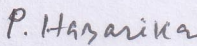
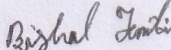
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Ref .....

Date 3/3/2022.....

## IQAC MINUTES

### MEMBER PRESENT :

- |                        |   |                            |   |
|------------------------|---|----------------------------|---|
| 1. Mr Sanjib Kr Boruah | : | Chairperson                |     |
| 2. Mr Luhit Nath       | : | Coordinator                |     |
| 3. Mr Protim Saikia    | : | Member                     |     |
| 4. Mr Dibakar Barman   | : | Member                     |     |
| 5. Mr Porag Hazarika   | : | President, Students' Union |  |
| 6. Mr Bishal Tanti     | : | Secretary, Students' Union |  |

The meeting is chaired by Mr Sanjib Kr Boruah , chairperson of IQAC. The purpose is explained by the coordinator. He said that the meeting is conducted to initiate a MOU with Joya Gogoi college, Khumtai, Golaghat for collaborative work.

### AGENDA ITEMS :

Preparation of the procedure of proposed MOU.

### DISCUSSION ;

A discussion was held on the importance of MOU with nearby HEIs and other agencies for collaboration work for overall development of the institution . Mr Dibakar Barman has expressed his view for organizing a workshop on redesign of NAAC process.

### RESOLUTIONS :

1. To send a proposal to Joya GOGOI College on MOU.
2. To organize a workshop on redesign of NAAC process.

With these resolutions, the meeting ended with a speech from the chairperson.



Principal  
Melamora College  
Melamora, Golaghat





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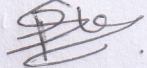
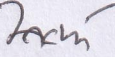


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Ref .....

Date 16/3/2022

## IQAC MINUTES

### MEMBERS PRESENT :

- |                        |   |               |   |
|------------------------|---|---------------|---|
| 1. Mr Sanjib Kr Boruah | : | Chairperson   |    |
| 2. Mr Prodip Saikia    | : | President, GB |    |
| 3. Mr Luhit Nath       | : | Coordinator   |    |
| 4. Mr Protim Saikia    | : | Member        |  |
| 5. Mr Dibakar Barman   | : | Member        |  |

### Agenda Items :

1. Planning for academic strategy for the upcoming session .

### Discussion :

The meeting is chaired by the principal cum secretary. The purpose is explained by the coordinator. Mr Prodip Saikia expressed his view over the timely conduct of academic activities for the upcoming session.

### Resolutions :

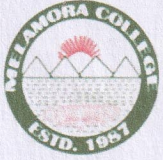
1. To prepare the College routine.
2. To schedule the other curricular activities.

With these resolutions, the meeting ended with the concluding speech of the chairperson.



Principal  
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Melamora, Golaghat





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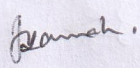
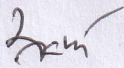

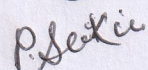
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Ref .....

Date 16/09/2022

## IQAC MINUTES

### MEMBERS PRESENT :

1. Mr. Sanjib Kr Boruah 
2. Mrs Juri Boruah 
3. Mr Luhit Nath 
4. Mr Dibakar Barman 
5. Mr Protim Saikia 
6. President – Student's union *P. Hazarika*
7. Secretary – Student's union *Bishal Janti*

### AGENDA ITEMS:

1. Student's union election.
2. Freshmen social for the new comers.


### DISCUSSION:

The meeting is presided over by the chairman , IQAC , Cum Principal Mr Sanjib Kr Boruah. The members have expressed their views for smooth conduct of the upcoming election. After detail discussion , the following resolutions have been taken....

### RESOLUTIONS :

1. To resolved to conduct the election on 16/09/2022.
2. To resolved to notify the 1<sup>st</sup> sessional examination routine and will be conducted the exam. From 22<sup>th</sup> of sept.2022 to 24<sup>th</sup> of sept.2022.
3. To organize the freshmen social on 29/09/2022.

After delivering the concluding speech by the chairperson , the meeting is adjourned.

  
Principal  
Melamora College  
Melamora, Golaghat