

## Minutes of the meeting held on 09/08/2018

**Resolution 01:** To submit the SSR by 30<sup>th</sup> September 2018.

**Action Taken:** The process to prepare the SSR.

**Resolution 02:** To prepare the SWOT analysis of the institution.

**Action Taken:** SWOT analysis was completed.

**Resolution 03:** A three member committee to be formed to deal with the problems faced by the college and Dr. Jogen Kalita to be included as External member of IQAC.

**Action Taken:** A committee consisting of three members was formed.

## Minutes of the meeting held on 24/12/2018

**Resolution 01:** To complete the preparation of SSR by the first half of February 2019.

**Action Taken:** The preparation of the SSR was complete.

**Resolution 02:** To submit the AQAR and to keep all the references ready.

**Action Taken:** AQAR was submitted and all the required documents were kept ready.

**Resolution 03:** The President of the Alumni Association to motivate the alumni for alumni mobilization and contribution.

**Action Taken:** The President of the Alumni Association was involved in the process of alumni mobilization.

**Resolution 04:** To conduct student's orientation regarding "Student's Satisfaction Survey" by NAAC during February 2019.

**Action Taken:** Students' orientation regarding "Student's Satisfaction Survey" of NAAC was conducted.

**Resolution 05:** Resolved to direct the various departments of the college to sensitize the students regarding SSR.

**Action Taken:** All the Departments were instructed to sensitize the students regarding SSR.

## Minutes of the meeting held on 22/05/2019

**Resolution 01:** Proposed to opt out certain metrics for a better score by NAAC in SSR.

**Action Taken:** Selected metrics were opted out.

**Resolution 02:** Resolved to accept the SSR for submission to NAAC for reaccreditation.

**Action Taken:** The SSR was accepted for submission.

**Resolution 03:** To review and submit the SSR within stipulated time.

**Action Taken:** The SSR was reviewed carefully and submitted within stipulated time.