**Meeting of Internal Quality Assurance Cell (IQAC), Digboi College**

**held on 15-05-2014 at 10.00 AM in the Principal’s Chamber.**

**Members present:**

1. Dr. Dip Saikia (Principal, Chairperson)
2. Dr. A. C. Deka, (Member)
3. Mrs. A. Borgohain, (Member)
4. Mr. A. N. Chakraborty, (Member)
5. Dr. J. Handique, (Member)
6. Mr. K. N. Timsina (Vice Principal & (Member)
7. Mr. Prakash Saikia, (Member)
8. Mr. Sreeman Hazarika, (Member)
9. Mr. Radha Kanta Gogoi, (Member)
10. Mr. G. Kalita, (Co-ordinator)

**Agenda:**

1. Follow up actions
2. Finalization of AQAR of 2010-11, 2011-12, 2012-13, 2013-14
3. Discussion on submission of LOI to NAAC for reaccreditation
4. Misc

Dr. Dip Saikia, Chairperson of IQAC presides over the meeting and welcomes the members and requests for their co-operation in obtaining best accreditation by the college.

The convener explains the objectives of the meeting and also apprises the members of the follow-up actions in details. The Co-ordinator, G. Kalita then placed the AQAR of 2010-11, 2011-12, 2012-13 and 2013-14 in the meeting for discussion and approval.

The members of the IQAC discussed thoroughly on the AQARs, expressed their satisfaction and approved the reports unanimously and advised the Co-ordinator to make necessary arrangements to place before NAAC.

The Co-ordinator also requested the members to share their views towards application of LOI to NAAC for reaccreditation of the college. The members approved this matter unanimously and advised the Co-ordinator to follow up this issue at an early date.

Having no other business for transaction the chairperson declared the meeting to be over and offered thanks to all.

Sd/ G. Kalita

Co-ordinator, IQAC

Digboi College