

# INTERNAL QUALITY ASSURANCE CELL



**Sipajhar College**

P.O.: Sipajhar - 784145 (Assam)  
Affiliated to Gauhati University

Email: [igacsipajhar@gmail.com](mailto:igacsipajhar@gmail.com)

Contact No-09365591805  
08471829538

## PROCEEDING

Date: 16/04/2024

A meeting among the members of Academic Committee and Routine committee was held on 16th April, 2024 at conference hall from 2:00 PM to discuss about responding a letter received from DHE, Assam. Principal of the college chaired the meeting.

### Agenda of the meeting:

1. To finalize prospectus for 2024-25 session.
2. Assigning duties for e-prospectus and hard copy.
3. Discussion regarding preparation of departmental banner.

### Resolutions of the meeting:

1. The date for submission of all departmental banner was fixed on 19/04/2024.
2. The last date for preparation of draft copy of the prospectus for the academic session 2024-25 was fixed on 24/04/2024.
3. Duty for preparation of e-prospectus and printing of hard copy was assigned to Mr. HirakJyotiKro and Dr. Mausumi Das.

*[Handwritten signature]*  
18.4.24

Principal  
Sipajhar College

Principal i/c  
Sipajhar College