

Internal Quality Assurance Cell (IQAC)



SARAIGHAT COLLEGE

CHANGSARI, Dist.- Kamrup (Assam), PIN - 781101

Ref. No. : SC/IQAC/2025/Notice/DO

Date 06/11/2025

NOTICE

In pursuance of the Resolution No.03 of the IQAC meeting held on 14/10/2025 a **Documentation & Drafting Committee** has been formed to ensure the proper collection, storage & drafting of all important data/record/documents/photos related to various events/activities of the college, and shall produce the same to IQAC, as and when needed for preparation of all official reports:

The composition of the cell is as follows:

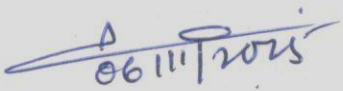
1. Dr. Mani Sarmah – Chairperson
2. Prasanna Medhi- Advisor
3. Navajyoti Patowary– Advisor
4. Jayanta kr Sarma- Advisor
5. Dr. Breehivorna Talukdar-Joint Convener
6. Dr. Dhaneswar Kalita –Joint Convener
7. Dr. Manas Jyoti Bordoloi- Member
8. Bikash Ranjan Tahbildar – Member
9. Nirupama Roy – Member
10. Sanjay Rahang- Member

This committee shall remain effective for a period of three years from the date of notification.

Copy to:

1. All members
2. Office file


Dr. Mani Sarmah
Chairperson
Principal
Saraighat College


Dr. Jitul Ali
Co-ordinator
Co-ordinator, IQAC
Saraighat College
Changsari