



OFFICE OF THE PRINCIPAL
SAPATGRAM COLLEGE

NAAC Accredited B++ Grade
(Affiliated to Gauhati University)
www.sapatgramcollege.in

Dr. Rajeshwar Prasad Singh, M.A., Ph.D
Principal / Secretary

Ref. No. :

Date : 18.08.2026

NOTICE

All concerned Convenors of the Cells and Committees for the academic session 2024–2025 are hereby informed that a meeting will be held on 19 August 2026 at 2:00 PM in the Conference Room.

Agenda:

1. Review of the activities and records of the respective Cells and Committees for the academic session 2024–2025.
 2. Identification and completion of pending activities within the stipulated time, i.e., by 31 August 2026.
 3. Submission and updating of relevant records and supporting documents to the IQAC on or before 7 September 2026.
- Meeting Notice and Agenda
 - Report with GPS-Tagged Photographs.
 - Attendance Sheet/Register
 - Minutes of the Meeting (MoM)
 - Action Taken Report (ATR)
 - Activity Register
 - Relevant GPS Video and supporting documents/evidence
 - Any other relevant records related to the activities of the respective Cell/Committee

Bhoomick
IQAC, Coordinator
Sapatgram College

[Signature]
18/8/26
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Principal
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