SAPATGRAM COLLEGE

(Affiliated to Gauhati University)

NAAC Accredited B++ Grade

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Ref. No: IQAC/SC/26-27/ ***Date:*** 09/09/2026

NOTICE

Subject: Collection of Departmental Documents for the Session 2024–25

It is hereby informed that the IQAC, Sapatgram College, has not yet received the required documents from the various Departments for the session 2024–25 up to 7 September 2026.

Therefore, a department-wise schedule has been prepared for the collection of the required documents from 15 September 2026 to 26 September 2026. The collection will be carried out from 01:00 PM to 02:00 PM on the respective dates as per the schedule given below.

Department-wise Collection Schedule

Date	Department	Time	Signature of the HODs
15.09.2026	Department of Assamese	01:00 PM – 02:00 PM	
16.09.2026	Department of Bengali	01:00 PM – 02:00 PM	
17.09.2026	Department of Bodo	01:00 PM – 02:00 PM	
18.09.2026	Department of Computer Science	01:00 PM – 02:00 PM	
19.09.2026	Department of Economics	01:00 PM – 02:00 PM	
21.09.2026	Department of Education	01:00 PM – 02:00 PM	
22.09.2026	Department of English	01:00 PM – 02:00 PM	
23.09.2026	Department of History	01:00 PM – 02:00 PM	
24.09.2026	Department of Logic and Philosophy	01:00 PM – 02:00 PM	
25.09.2026	Department of Mathematics	01:00 PM – 02:00 PM	
26.09.2026	Department of Political Science	01:00 PM – 02:00 PM	

All Heads of the respective Departments are requested to keep the required documents properly compiled and ready according to the above schedule. The IQAC team will collect the documents from the respective Departments on the scheduled dates and during the specified time.

All concerned are requested to extend their cooperation to ensure the timely submission, collection, and proper maintenance of IQAC records for the session 2024–25.

IQAC Coordinator
Sapatgram College