

## MINUTES OF THE IQAC MEETING HELD ON 3/8/17

An emergency meeting of the IQAC held on 03/08/17 under the chairmanship of Dr Arun Ch. Sarmah, Principal, Digboi Mahila Mahavidyalaya unanimously accepted the proceedings of the earlier meeting.

### Agenda:1

The coordinator IQAC in the beginning said that today's meeting has been convened to discuss about the new format, new timeline of IIQA and SSR which has been released by NAAC on 2<sup>nd</sup> Aug 2017 in the NAAC website.

### Agenda 2

The coordinator informed the members that for the HEIs now onward there will be two windows. 1<sup>st</sup> window will be open from May-June and the second window from Nov-Dec. The inaugural window will be open up to 31<sup>st</sup> August 2017. IIQA of the institution should be submitted within the frame work and subsequently SSR should be uploaded. As the total procedure is ICT oriented. The coordinator requested the ICT committee members of the college to assist her in this regard. As the college is already late for 2<sup>nd</sup> cycle of assessment the coordinator requested all the members to do the needful so that it can be send within the timeframe of inaugural window.

All criterion conveners were requested to submit the document as per the requirement of the new SSR format.

### Agenda 3

The college has different subcommittees. The coordinator requested the members to submit their latest report at an early date.

### Agenda 4

The coordinator also informed that the final report of SSR gets ready all members can have a look at the report.

At the end of the meeting the Principal requested all the members for their active participation in every aspect. He also requested the members to assist coordinator along with their regular classes and normal duties.

The meeting ended with the vote of thanks given by the convener.

Dr. Arun Ch. Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

Mrs Jayasree Chakraborty

Coordinator, IQAC

Digboi Mahila Mahavidyalaya