

DATE	AGENDA OF THE MEETING	ACTION TAKEN
9/4/2019	Teachers Diary	Teachers Diary and Hod's Diary has been prepared. All the department will send the information via e-mail to the principal from the academic session 2019-20.
	Departmental wall Magazine	All the departments were advised to release wall magazine on 5th Sept. every year and the best three teams will be awarded during next college week programme of the college.
	Language Lab	Initiative for a language lab has been taken.
	Arrangement for CBCS	As per the parent university guidelines CBCS has been implemented from the academic session 2019-20. All necessary arrangement for the same have been made.

*Dr Arun Ch. Sarmah*  
9/4/19

Dr Arun Ch.Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

**Principal**  
Digboi Mahila Mahavidyalaya

*Jayasree Chakraborty*  
9/4/19  
Mrs Jayasree Chakraborty

Coordinator IQAC

Digboi Mahila Mahavidyalaya

**Co-ordinator**  
**IQAC**  
Digboi Mahila Mahavidyalaya

## Minutes of the IQAC meeting on 09-04-2019

The meeting of the IQAC was held on 09-04-2019 in the college conference room under the chairmanship of Dr. A.C. Sarmah, Principal Digboi Mahila Mahavidyalaya with the faculty members of the college. In the meeting, different emerging issues of the college were discussed at length.

### Agenda

1. Admission and Prospectus for new session
2. Hostel Accomodation.
3. ICT oriented teaching
4. Teachers diary
5. College wall magazine& departmental wall magazine.
6. College logo
7. Website updation
8. Vocational course
9. Language lab arrangement
10. Arrangement for CBCS
11. New Committee of IQAC
12. Misc
13. President speech
14. Vote of thanks

In the beginning Jayasree Chakraborty, Coordinator IQAC, briefed the purpose of the meeting as per agenda and requested the members to be specific and precise in their discussion on every aspect of the agenda and handed over the agenda to the president Dr. A.C. Sarmah.

1<sup>st</sup> in the agenda was regarding the admission of the students in the session 2019-20. As most of the students are from poor economic background and illiterate parents, the coordinator mentioned the last year's experience of online admission was not good. Mr. Sanjib Dutta mentioned that online admission has certain advantages over offline admission. Online admission should be done outside the campus by some external agencies opined another faculty member Mr. Pintu Roy. The coordinator suggested keeping a help desk inside the campus to facilitate online admission. A committee with the following members i) Mr. Sanjib Dutta ii) Mr. Pintu Roy iii) Dr. Ratnadip Purkayastha was formed to discuss the matter and

submit the feasibility report at an early date. And a prospectus committee consisting of the following members i) Dr. A.F. Md Malik ii) Ms Ranjita Saikia iii) Dr. Smita Rani Saikia was also formed. This committee was directed by the Principal to include the new CBCS guideline in the prospectus that is going to be introduced in the next academic session.

2. Next in the agenda was regarding Hostel accommodation. There is a huge demand for hostel accommodation for newly enrolled students, to mitigate which the Principal stated the following.

The second phase of construction i.e., 1<sup>st</sup> floor of the college hostel will be completed & will be ready for use very soon. It can accommodate another 40 students. A hostel committee consisting of the following members was formed.

- 1) Dr. H. R. Pathak
- 2) Dr. A.F. Md Malik
- 3) Dr. Dipok Goswami
- 4) Ms Meghali Barua
- 5) Mr Biplob Shet

The committee will submit its report within May'19.

3. A long awaited demand of the college is ICT oriented teaching. Principal said that with the new RUSA grant a digital classroom will be constructed. The Coordinator Mrs. Jayasree Chakraborty requested and which was supported by all the members of the teaching fraternity to provide one room with the facilities of projector, internet, white board etc. All the departments will take at least one class per week in that room. Earlier few departments used these facilities. From this year it will be mandatory for all the departments. Mrs Jayasree Chakraborty, Mr. Pintu Roy and Dr Ratnadip Purkayastha were given the responsibility of arrangement of routine and classes accordingly. The principal also mentioned about maintaining teachers diary. A format will be prepared by IQAC and supplied to faculty members.

4. Next in the agenda was regarding College Wall Magazine and Departmental Wall Magazine. Earlier all departments used to publish departmental wall magazine and competition was held during the annual college week of the college. All the department use to publish at their own convenience. To systematize the following decision was unanimously taken.

i) All departments to publish wall magazine on Teacher's Day i.e., 5<sup>th</sup> Sept of every year and accordingly competition will be held on the following day and winning departments will be given prizes during annual college week function.

ii) College wall magazine will be published by the college magazine committee and will be inaugurated in the inaugural day of the Annual College Week celebration.

iii) Rajendra Barua Award is given to the best graduate of the college to encourage the students and to improve academic performance of the college the Principal suggested giving

prizes to the first three rank holders from amongst the students of each year (comprising two semester) whoever secures marks 70% and above.

5. Next in the agenda was regarding college logo. There were suggestions from the faculty members to change college logo to include the name of the college in English as the present logo is written only in Assamese language, which creates problems in some cases. Principal assured that he will take up this matter with the Governing Body of the college.

6. Next in the agenda was upgrading the website. There is an urgent need of upgrading the website of the college. Considering its importance the committee formed for online admission was given the responsibility to take up the matter.


7. The College runs three diploma courses. The new committee for all the courses was formed to run properly in the next academic session.

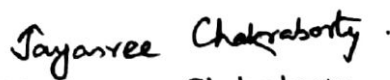
Baking	Beautician	Computer
i) Dr. Sanjita Chetia (Convenor)	i) Dr. S.R. Saikia (Convenor)	i) Mr. Pintu Roy
ii) Mrs. U. Sarmah ( Member) Dutta .	ii) Mrs. M Devi (Member)	ii) Mr Sanjib
iii) Mrs. R. Paul (Member)	iii) Mrs. Niva Borah (Member)	

8. The parent university, Dibrugarh University is going to introduce CBCS from the next academic session. Hard copies of the syllabus were issued by the university for two semesters which were given to the respective department. Different issues regarding CBCS were discussed. All members requested to organize a workshop on new system to clear up the doubts of the new system. As the college is an Arts college, there were major problems with the department of H.Sc and Dept of Economics. These two departments have to draw up future course of action in this regard.

The last in this agenda was new committee formation of IQAC. The principal requested the present coordinator to continue till October 2019. In the meantime AQAR for the academic session 2018-19, new admission and new syllabus for CBCS works were to be completed. Accordingly the new committee will take the charge after that. A tentative committee was formed and will be finalized in the next meeting.

The meeting ended with the vote of thanks offered by the coordinator.

  
Dr Arun Ch.Sarmah  
Principal & Chairman IQAC  
Digboi Mahila Mahavidyalaya  
**Principal**  
**Digboi Mahila Mahavidyalaya**

  
Mrs Jayasree Chakraborty  
Coordinator IQAC  
Digboi Mahila Mahavidyalaya  
**Co-ordinator**  
**IQAC**  
**Digboi Mahila Mahavidyalaya**

**The IQAC meeting held on 02-02-2019 under the Chairmanship of Dr. A. C Sarmah.**

1. Improve performance of the student / Result review
2. Faculty development programme
3. National Science Day on 28-02-2019
4. Publication from the college
5. Felicitation of the student

In the beginning the minutes of the last meeting was read out and the members present unanimously accepted it.

This year performance of the students appearing in the last University exam was not up to our satisfaction. The members present discussed the problem & it was agreed by all that the poor attendance and poor academic background are the main reason for this. It was decided to call parents of the poor performers and take necessary steps in this regard.

Programme to be organized on the National science Day was also framed out in the meeting. Women cell to organize a programme on Red Revolution for the final year students. Department of Home Science was given responsibility to organize the programme on this day.

Our students participated in Inter-College Youth festival was able to get It was decided in the meeting to felicitate them in the next function to develop interest of other student in .

This year a proposal was taken to publish two books from the college; one based on ethnicity and the other a compilation of short stories. A group of faculty members was given responsibility for the same.

The meeting ended with the vote of thanks offered by the coordinator.

*8/2/19*  
Dr Arun Ch.Sarmah  
Principal & Chairman IQAC  
Digboi Mahila Mahavidyalaya

*Jayasree Chakraborty*  
Mrs Jayasree Chakraborty  
Coordinator IQAC  
Digboi Mahila Mahavidyalaya

*Passed and accepted.  
At 9/4/2019*

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DATE	AGENDA OF THE MEETING	ACTION TAKEN
2/02/2019	Faculty Development Programme	A Faculty Development Programme was organized in the College Campus in the academic session, 2019-20.
	National Science Day	Women Cell organized workshop 'Health issues of using sanitary napkins'
	Publication from College	Two publications of the college are in the process and of being published within this year.

*Dr Arun Ch. Sarmah*  
9/1/19

Dr Arun Ch.Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

**Principal**  
**Digboi Mahila Mahavidyalaya**

*Jayasree Chakraborty*  
9/1/19  
Mrs Jayasree Chakraborty

Coordinator IQAC

Digboi Mahila Mahavidyalaya

**Co-ordinator**  
**IQAC**  
**Digboi Mahila Mahavidyalaya**

**The IQAC meeting held on 08-10-2018 under the chairmanship of Dr. A. C Sarmah.,  
Principal Digboi Mahila Mahavidyalaya.**

In the beginning the minutes of the last meeting was read out and the members present unanimously accepted it.

**Agenda of the meeting**

1. Teacher-student exchange programme
2. Zonal cultural meet
3. College song.

Decision was taken for the Teacher-student exchange programme. It was also decided to inform all concerned departments of the college about the exchange programme.

It was decided at the meeting to organize a programme amongst the teachers of Tinsukia Zone, and was decided that the college will organize a Cultural Meet, an initiative to be taken by the IAQC of DMM along with the members of ACTA, Tinsukia Zone. The objective of the cultural meet was to develop friendship and fraternity among the teachers of the zone.

It was a decision taken in the meeting that the College Song track should be recorded at a music studio and need to keep a copy of the audio in a Compact Disc (CD).

The meeting ended with the vote of thanks offered by the coordinator

*AS 10/18*  
Dr Arun Ch.Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

*Jayasree Chakraborty*  
Mrs Jayasree Chakraborty

Coordinator IQAC

Digboi Mahila Mahavidyalaya

*Passed and accepted.*  
*AS 2/2/19*

DATE	AGENDA OF THE MEETING	ACTION TAKEN
8/10/2018	Zonal Cultural Meet	Zonal cultural meet was organized on 09/01/2019 where members from five nearby colleges participated.
	College Chorus	College Chorus track has been prepared in a sound recording studio.

*Dr Arun Ch. Sarmah*  
9/10/19

Dr Arun Ch.Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

**Principal**

**Digboi Mahila Mahavidyalaya**

*Jayasree Chakraborty*  
9/10/19

Mrs Jayasree Chakraborty

Coordinator IQAC

Digboi Mahila Mahavidyalaya

**Co-ordinator**  
**IQAC**  
**Digboi Mahila Mahavidyalaya**



**The IQAC meeting held on 05-08-2018 under the chairmanship of Dr. A. C. Sarmah,  
Principal Digboi Mahila Mahavidyalaya**

**Agenda of the meeting**

- i) Completion of girls' hostel inside the campus.
- ii) Internal complaint committee (to organize programme on sexual harassment in this academic session.)
- iii) Feedback from students, alumni and parents.
- iv) To observe National Science Day, International Women's day, World environment Day, Silpi Divas, Rava divas.
- v) To organize Literary competition, wall magazine competition, one act play, Skit, debate competition amongst the student.
- vi) To organize field trip by the department.
- vii) Extension activities.
- viii) Village adoption
- ix) RUSA

The meeting started with the acceptance of the minutes of the last meeting.

The first item in the agenda was completion of the 1<sup>st</sup> floor of the girls hostel. The principal said as the UGC grant for second installment of the girls' hostel has been received and the second floor will be started so that students can be accommodated from the next academic session.

The college has an Internal Complaint Committee to deal with the matter related to sexual harassment. So, for one complaint in this regard has been received by the committee, which gave a suggestion of organizing a programme on awareness of legal support of sexual harassment inside the college. Accordingly, the principal gave a go ahead signal to the committee.

Collecting feedback from the students is a regular practice of the college. It was decided in the meeting to collect feedback from the students after the completion of the second sessional exam. It was decided that feedback would be collected from the alumni, parents from next year.

The next in the agenda was observing the days of National & state importance. Women Cell & Department of Home Science has been given the responsibility of organizing a programme on National Science day. Women cell to organize programme on International women's Day. It was also decided to organize a debate competition amongst the student of the college. NSS team to take initiative for Environment Day Programme.

To develop writing skills of the students, it was also decided in the meeting to organize literary competition, wall magazine competition. Assamese department was given the responsibility to develop extra-curricular activities for the students. It was also decided in the meeting that one act play/Skit etc. would be organized.

Next in the agenda was organizing field trip & extension activities. All the departments were requested to organize the same and submit report of it.

The NSS in-charge was given the responsibility to prepare the groundwork for the adoption of a village. Village Panbari at a distance of 3 kms from the college was unanimously selected. NSS team will take initiative for plantation of trees. Medical health camp etc in that locality is also part of the programme included.

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

*Ar 18/18*

Dr Arun Ch.Sarmah

Principal & Chairman IQAC

Digboi Mahila Mahavidyalaya

*Jayasree Chakraborty*

Mrs Jayasree Chakraborty

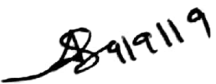
Coordinator IQAC

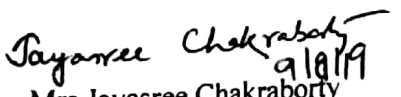
Digboi Mahila Mahavidyalaya

*Passed and accepted.*  
*Ar 8/10/18*

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DATE	AGENDA OF THE MEETING	ACTION TAKEN
5.8.18	Completion of Girls' Hostel	First Floor of the Girls' Hostel inside the College Campus is completed. Students are accommodated from the academic session 2019-20.
	Internal complaint committee (to organize programme on sexual harassment in this academic session.)	A Programme on Sexual Harassment was organized by the Internal Complaints Committee of the college on 27/3/19. Resource Person for the programme was Ms Juli Gogoi Dutta, Professor, Tinsukia Law College and also an alumni of the Institution.
	Feedback from students, alumni and parents.	Feedback was taken, analysed and action taken accordingly.
	To observe National Science Day, International Women's day, World environment Day, Silpi Divas, Rava divas.	All the programmes were organized.
	To organize Literary competition, wall magazine competition, one act play, Skit, debate competition amongst the student.	1. The Department of Assamese organized a literary competition (poems and article) on 22.08.2018, an extempore speech on 25.09.2018 and recitation Competition on 06.03.2019. Wall magazine competition amongst the different departments was held on 05.09.2019.  Women's Cell organized a debate competition o 'Social Customs and Traditions are a Hindrance to women's progress' on 08.03.2019.
	To organize field trip by the department.	The Departments of Economics, History, Political Science, Sociology, Education organized field trips with the students.
	Extension activities.	NSS Unit of the college organized plantation programme in the nearby village of Panbari. Department of Home Science organized Blood Donation Camp on 03.10.2018 where more than 50 people donated blood.
	Village adoption	Mulung gaon, Kherjan, Khal gaon have been adopted by the college which are located at a distance of 7 kms. (approx.)

  
 Dr Arun Ch. Sarmah  
 Principal & Chairman IQAC  
 Digboi Mahila Mahavidyalaya

  
 Mrs Jayasree Chakraborty  
 Coordinator IQAC

Digboi Mahila Mahavidyalaya  
 Co-ordinator  
 IQAC  
 Digboi Mahi

**Principal**  
**Digboi Mahila Mahavidyalaya**