

## Minutes of the IQAC meeting held on 26/11/16

The IQAC meeting held on 26.11.16 under the chairmanship of Dr A.C. Sarmah, Principal, Digboi Mahila Mahavidyalaya.

### AGENDA

- 1 Acceptance of the proceedings of the previous meeting
2. Preparation of the AQAR.
3. Preparation of NIRF report.
4. SSR of the institution.
5. Any other.

#### Agenda 1:

After discussion on the minutes of the previous meeting all the members unanimously passed and accepted after few corrections.

#### Agenda 2:

Coordinator, IQAC in the beginning explained the progress of preparation of AQAR and requested the members to collect and deposit the individual and departmental activities to the cell as early as possible. She informed that AQAR for the year 2009-10, 2010-11, 2011-12, 2012-13 are being in the process of preparation and could be sent to NAAC by the end of February, 2017.

#### Agenda 3:

Regarding preparation of NIRF report of the college a committee has been formed with the IQAC coordinator as convener and Mr. S. Dutta and Mr. P. Roy as the members.

#### Agenda 4:

The Coordinator informed about the seven criterion meeting held separately and the preparation of SSR report is also going on and she requested full cooperation from all members of the college in this regard.

#### Agenda 5:

The Principal and Chairperson of IQAC informed the members about the composition of the newly formed IQAC in the college as per guidelines of the NAAC.

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

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

Mrs J. Chakraborty  
Coordinator, IQAC  
Digboi Mahila Mahavidyalaya