



Meeting, IQAC

Date: 19-09-2022

Minutes

A meeting of IQAC, Digboi Mahila Mahavidyalaya is convened at Principal's Chamber on 19-09-2022. The meeting is chaired by the Principal Dr. Sanjita Chetia. The rationale of the meeting i.e. "Early Submission of Individual Criteria Report to the IQAC", is enunciated by the Coordinator of IQAC Dr. Pankaj Luchan Gogoi. The meeting, after having thorough discussion, has come to know the following issues:

1. Early submission of individual criterion's report to the IQAC is agreed upon.
2. Omissions of previously submitted individual criterion's report are to be addressed.
3. Many reports are to be updated.

People Present:

1. Dr. Sanjita Chetia, Principal & Chairperson IQAC
2. Dr. P.L.Gogoi, Coordinator, IQAC
3. Mrs. Urmi Sharma, Convenor, Criterion II
4. Mrs. Tilottama Gogoi, Convenor, Criterion V
5. Dr. Jovial Kalita, Member Criterion VII
6. Mrs. Ranjita Saikia, Convenor, Criterion III
7. Dr. Pintu Roy, Convenor, Criterion VI
8. Mr. Sanjib Dutta, Convenor, Criterion I

Chetia
19/09/2022

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
DIGBOI MAHILA MAHAVIDYALAYA

[Signature]

[Signature]
19.09.2022

(Dr. Pankaj Luchan Gogoi)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Action Taken Report

Date	Agenda of the Meeting	Action Taken Report
19-09-2022	Early submission of individual criterion's report to the IQAC.	Early submission of individual criterion's report to the IQAC is agreed upon and accomplished.

Chetia
19/09/2022

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
DIGBOI MAHILA MAHAVIDYALAYA

P. L. Gogoi
19.09.2022

(Dr. Pankaj Luchan Gogoi)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya



Meeting IQAC

Date : 29-11-2022

Minutes

A meeting of the convenors of all the seven criteria was called for at Principal's chamber today on 29-11-2022 at 10.30 A.M. the Principal presided over the meeting. Dr. Pankaj Luchan Gogoi, Coordinator IQAC explained the rationale of the meeting, viz. "to look into the prepared criteria by each convenor and member of the seven criteria for AQAR, 2021-2022, and to see the uploaded files and data templates". The meeting after having through discussion, has decided on the following issues:

1. All the members present in the meeting expressed readiness to look into the prepared criteria and pledge to extend cooperation in case of any addition to the prepared criteria.
2. All the convenors and members of the seven criteria will see the uploaded files and data templates of their individual criterion before the final submission of AQAR, 2021-2022

People Present

1. Dr. Sanjita Chetia, Principal
2. Dr. Jovial Kalita, Vice-Principal
3. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
4. Mr. Bhaskar Jyoti Borah, Criterion II
5. Dr. Pintu Roy, Criterion VI
6. Mr. Sanjib Dutta, Criterion I
7. Mrs. Tillotoma Gogoi, Criterion V
8. Ms. Kiran Teronpi, Criterion VI
9. Dr. Jhuma Borthakur, Criterion VII
10. Ms. Deepali Sarmah, Criterion II
11. Ms Manjuma Sonowal, Criterion II
12. Dr. Ratnadip Purkayastha, Teacher Representative
13. Mrs. Ruma Paul, Criterion IV

(Dr. Sanjita Chetia)
Principal

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

(Dr. Pankaj Luchan Gogoi)
Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Coordinator, IQAC
Digboi Mahila Mahavidyalaya





Meeting IQAC

Date : 17-05-2023

Minutes

A meeting of the convenors of all the seven criteria was called for at Principal's chamber today on 29-11-2022 at 10.30 A.M. the Principal presided over the meeting. Dr. Pankaj Luchan Gogoi, Coordinator IQAC explained the rationale of the meeting viz. "Alumni Account No. Circulation, Add-on-Courses/ Certificate courses'-Registrar and other documents, Criteria Wise Metrics, Parents-Teachers' Account, Various Committees and Sub-Committees Report". In the meeting everyone discussed these matters and came to the following conclusions.

1. Each of the departments will circulate the already opened account of the alumni association amongst its alumni for contribution to it.
2. Each of the nodal departments of already introduced add-on-courses will prepared its relevant data early.
3. A meeting will be called for at Parent-Teachers' Association to discuss about opening up of an account of the association.
4. Various committees and sub-committees of the college will have to prepare their reports soon.

People Present

1. Dr. Sanjita Chetia, Principal
2. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
3. Dr. A. K. Jha
4. Mrs. Tillotoma Gogoi
5. Mrs. Ranjita Saikia
6. Mrs. Urmi Sharma
7. Dr. Ratnadip Purkayastha
8. Dr. Pintu Roy
9. Dr. Jhuma Borthakur

Sanjita Chetia
17/05/2023

(Dr. Sanjita Chetia)

Principal

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Pankaj Luchan Gogoi
17-05-2023

(Dr. Pankaj Luchan Gogoi)

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Coordinator, IQAC
Digboi Mahila Mahavidyalaya



Meeting IQAC

Minutes

Date : 23-06-2023



A meeting of IQAC was called on 23-06-2023 at Teachers' Common Room. The Principal, Dr. Sanjita Chetia assumed the chair of the meeting. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC, explained the rationale of the meeting i.e. "Annual Alumni Meeting" on 28-06-2023. The meeting thoroughly discussed the upcoming annual alumni meeting and reached the following decisions.

1. The meeting decided on successful holding of the Annual Alumni Meeting with the cooperation of everyone.
2. Various committees were formed for the programme and the Principal read out the names of the members.
3. All the departments will again ask their alumni to contribute to the alumni's account, and hence faculties of all the departments will share the account details of alumni association to their alumni.
4. Mrs. Ranjita Saikia, one of the alumni and Assistant Professor of Assamese of the college decided to contribute 5000 rupees (Five thousand) to the Alumni Account.
5. The meeting fixed the registration fee of the alumni annual meeting at Rs. 100.00.

Chetia
23/06/2023

(Dr. Sanjita Chetia)

Principal

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Pankaj
23.06.2023

(Dr. Pankaj Luchan Gogoi)

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

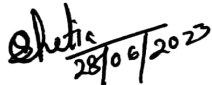
Coordinator, IQAC
Digboi Mahila Mahavidyalaya





Action Taken Report

Date	Agenda of the Meeting	Action Taken Report
29-11-2022	<ol style="list-style-type: none">1. To look into the prepared criteria by each convenor and members2. To see the uploaded files and data template	<p>Each convenor and member of all the seven criteria look into their individual prepared criterion and addressed the lacunae accordingly.</p> <p>All the convenors and members saw the uploaded files and data templates of their individual criterion and expressed satisfaction over them.</p>

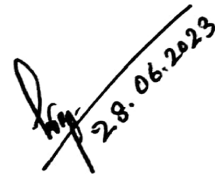

28/06/2023

(Dr. Sanjita Chetia)

Principal

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


28.06.2023

(Dr. Pankaj Luchan Gogoi)

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

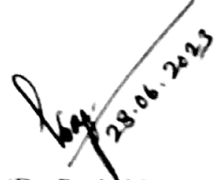


Action Taken Report

Date	Agenda of the Meeting	Action Taken Report
17-05-2023	<ol style="list-style-type: none">1. Alumni Account No. Circulation2. Add-on-Courses/ Certificate courses- Registrar and other documents3. Criteria Wise Metrics4. Parents-Teachers, Account	<p>Alumni Account No. was circulated by all the departments to the alumni. The alumni responded by contributing to it.</p> <p>Registrar and other documents like syllabus, report etc. were prepared by the concerned nodal departments of all the add-on-courses/certificate courses</p> <p>Convenors of all the criteria submitted their individual criterion by filling up a number of the metrics in the criterion. The empty metrics were later on taken care of by the IQAC.</p> <p>Anti raging committee, grievance redresal committee, sexual harassment committee etc. have submitted their reports.</p>


(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


(Dr. Pankaj Luchan Gogoi)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Coordinator, IQAC
Digboi Mahila Mahavidyalaya



Action Taken Report

Date	Agenda of the Meeting	Action Taken Report
23-06-2023	Annual Alumni Meeting	Annual Alumni meet was held on 23-06-2023 with enthusiasm and success.

Chetia
28/06/2023

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

[Signature]
28.06.2023

(Dr. Pankaj Luchan Gogoi)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

