Digboi Mahila Mahavidyalaya

Proceedings of IQAC – 2019-2024

5.2

IQAC Meeting on 02/08/2019 with the faculty members

Agenda

1. Approval of the IQAC committee formed on 09/04/2019.
2. Review of the AQAR for the session 2018-19.
3. Foundation day celebration on 05/09/2019
4. National Seminar to be held on 31-08-19 and 01-09-2019.
5. Extension Programme.
6. Faculty Development programme.
7. Misc.
8. Vote of thanks.

Members Present

1. Dr A. C. Sarmah — 2/8/2019
2. Dr Dipok Gogoi —
3. Nina Borah — N Borah 02/08/19
4. M Sarmah. Minoti Sarmah 02/8/19
5. Deepali Sharma 2/8/19
6. Urmi Sharma 2.8/19
7. Pinky Roy. 2.8.19
8. Sanjib Dutta 2.8.19.
9. Rusma Paul 2.8.19
10. Ranjita Saikia.
11. EVA KONWAR 02/08/19
12. Mamani Devi M. Devi 2.8.19
13. Ratnadip Buchayantha. 2/8/19.

14. A. F. [illegible] Mahi

15. S. R. Saikia — 2.08.19

16. Sanjit Kalita — 2/8/19

17. Jinuma Borthakur — 2/8/19

18. Sanjita Chetia — 2/8/19

19. Dr. A. K. Jha — 02/8/19

20. [illegible]

21 Jayasree Chakrabarty — 02/08/19

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IQAC Meeting on 14/10/2019 with the faculty members

Agenda

1. Re-constitution of IQAC committee.
2. National Seminar to be held on 19th and 20th October, 2019.
3. Outcome of parent-teachers meet held on 11th and 12th oct. 2019.
4. Work-shop on New Education Policy to be held on 9/11/19.
5. Misc.
6. Vote of thanks.

Members Present

1. Dr. A.C. Sarma — 14/10/2019
2. Dr Dipok Gogoi — Gogoi
3. Mamoni Dev — M. Devi 14.10.19
4. Nina Borah — L Borah 14/10/19
5. Eva Kumar — 14/10/19
6. Pinto Ley — 14.10.19
7. Ranjita Saikia — RS
8. Ratnadip Purkayastha — 14/10/19
9. Sanjib Dutta — 14/10/19
10. Ruma Paul — 14/10/19
11. Urmi Sharma — 14/10
12. Dr. Minoti Sarmah — MSarmah 14/10/19
13. Deepali Sharma — 14/10/19
14. S.R. Saikia — Saikia 14.10.19
15. A.F. Md Mazi — 14/10/19
16. Sarat Kalita — 14/10/19
17. Sanjita Chetia — Chetia 14/10/19
18. Dr. A.K. Jha — 14/10/19
19. Anindita Bhattacharjee — 14/10/19
20. Jhuma Borthakur — 14/10/19
21. [illegible]

Minutes of the IQAC meeting held on 14/10/2019:

Time : 2.00 P.M **Venue : IQAC Room**

AGENDA

1. Re-constitution of IQAC Committee.
2. National Seminar to be held on 19th & 20th October, 2019.
3. Outcome of Parent-Teachers Meet held on 11th & 12th October 2019.
4. Workshop on New Education Policy to be held on 9th Nov. 2019.
5. Miscellaneous
6. Vote of thanks.

The meeting starts after assumption of chair by the Principal. In the beginning, the minutes of the last meeting is read out by the Co-ordinator and it is unanimously accepted by the members present. Then the meeting starts as per the agenda

1. In the meeting, newly selected coordinator Dr. Ratnadip Purkayastha, informed the house that the IQAC committee constituted and approved during the earlier meeting held on 02-08-2019 requires certain modifications .The committee had two assistant coordinators which are not required according to the NAAC guidelines and hence matter has been brought to this meeting for discussion. After discussion by the members of the house, certain modifications have been made in the meeting.
2. As per agenda item, the coordinator informed the house that as a part of the earlier decision to organise or do some work for the benefit of the local people a two days National Seminar is going to be organised by the Department of Bengali & Home Science on 19th and 20th October 2019.on the theme "Endangered Ethnic Culture and languages in North East India". On behalf of the Bengali department Dr. A. F. Md Malik said that the seminar will be sponsored by the Maulana Abul Kalam Azad Institute of Asian Studies under Union Ministry of Culture. The principal said that a committee has been formed for that purpose for smooth conduction of the seminar. He requested all the faculty members to actively participate in the seminar and present papers on this issue..
3. Next in the agenda was on parent-teachers meet. The Principal Dr Arun Ch Sarmah informed the house that the parent-teachers meet organized on 11th & 12th October was a grand success. While most of the departments have already submitted their reports but some other departments are still preparing their reports and hence, he requested those departments to submit the reports as early as possible so that a general analysis can be made.

4. An emerging issue of the present time is the New Education Policy. The principal informed the house that the teacher unit of the college had discussed about this and informed that a workshop shall be organised on New Education Policy in the college premises on 9th Nov 2019 by the Teachers Unit of college .The ACTA Tinsukia Zone will render assistance in cash and kind for this purpose. He also requested the teachers unit as other faculty members from the neighbouring colleges will participate the Teachers Unit should take measures for smooth conduction of the workshop.

The meeting has come to an end with the vote of thanks by the coordinator IQAC

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC Meeting on 29/11/2019 with faculty members

Agenda

1. Seminar organising policy and for taking MRP of the college.
2. Financial Audit 2020-2021.
3. Proper Documentation.
4. IPR.
5. Mentor - mentee.
6. Misc.
7. Vote of thanks.

Members Present

1. Dr Arun Ch. Sarmah — 29/11/19
2. Dr Dipok Gonoomi — Dgonoomi
3. Dhawna 29/11 —
4. Mina Borah — MBorah 29/11/19
5. Dr Mimoti Sarmah — MSarmah 29/11/19
6. Rima Paul — P.P
7. Mamoni Devi — M. Devi 29.11.19
8. Deepali Chamua — 29/11/19
9. A.F. [illegible] — 29/11/19
10. Dr Sainal Nalita — Chetia 29/11/2022
11. Sanjita Chetia — 29/11/19.
12. Ratnadip Ruzhagosthia — 29.11.19
13. Pinky Roy — RS
14. Ranjita Saikia — 29/11/2019
15. EVA KONWAR — 29/11/19
16. Sanjib Dutta — 29/11/19
17. Jhuma Borkhakna — Saikia 29.11.19
18. S. R. Saikia — 29/11/19
19. Jayasree Chakraborty — 29/11/19
20. [illegible]
21. Dr. A K. Jha — 29/11/19

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IQAC Meeting on 18/01/2020 with faculty members.

Agenda

1. College week celebration.
2. Saraswati puja celebration.
3. Inauguration of Newly constructed Language Lab.
4. FDP by the Home Science Department (20/01/2020).
5. Internal Examination conduction.
6. Review of the AQAR submitted for the session 2018-2019.
7. Mine.
8. vote of thanks.

Members Present

1. Dr Arun Chandra Sarmah — 18/01/2020
2. Dr Dipok Gogoi —
3. Sanjib Dutta —
4. Nina Borah — NBorah 18/01/20
5. Dr Sri Bhavana — 18/01
6. Eva Kumar — 18/1/2020
7. Pinto Roy — 18.1.2020
8. Ratnadip Ruzhongmtha. — 18/01/2020.
9. Manmani Devi — M. Devi 18.01.20
10. Ranjita Saikia — RS
11. Rima Paul — 18.01.20

12. Dr Minoti Sarmah — NSarmah — 18/01/2020
13. Deepali Sharma — 18.1.20
14. S. R. Saikia — 18.1.20
15. [illegible]
16. Dr Sarita Kalita — 18/01/20
17. Dr. Jhuma Borkakoti — 18/01/20
19. Sanjita Bhatia — 18/01/2020
20. Dr. A. K. Jha — 18/01/2020
21. Arindita Bhattacharjee — 18/01/20
22. [illegible]

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Minutes of the IQAC meeting held on 18-01-2020

Time: 1.30 P.M **Venue: IQAC Room**

AGENDA

1) College week celebration
2) Saraswati Puja celebration
3) Inauguration of Newly constructed Language Lab
4) FDP by the Home Science Department (20-01-2020)
5) Internal Examination Conduction
6) Review of the AQAR submitted for the session 2018-19.
7) Misc.
8) Vote of thanks

The meeting of the IQAC held at 1.30 pm in the IQAC room under the chairmanship of Dr A.C. Sarmah, Principal Digboi Mahila Mahavidyalaya with the faculty members of the college. In the meeting various upcoming issues of the college are taken for discussion. In the beginning, the minutes of the last meeting was read out by the co-ordinator and it was accepted by the members present .

1. As per the agenda of the meeting, discussion starts on the planning for the celebration of Annual College Week for the session 2019-20. After the discussion, it is decided to celebrate week from 23rd January to 30th January 2020. Principal also requested the teachers to take active part in the programme. The date for the meeting will be notified later on.

2. Saraswati, the Goddess of Learning is worshiped in our college with full enthusiasm. The Principal mentioned about the forthcoming Saraswati puja to be held in the college premise on 29-01-2020. The following faculty members were given the responsibility to assist and guide the students –

a) Mrs. Jayasree Chakraborty
b) Dr. A. K. Jha
c) Dr. R. Purkayastha
d) Mrs. Ruma Paul
e) Mrs. Deepali Sharma

3 .A long awaited demand of the college was construction of language lab .The Principal informed the members of the meeting that newly constructed language lab is likely to be completed soon and hence, after completion of the construction work, it will be fully

operational. In this regard, on request from the Head of the department of Home Science Dr. Sanjita Chetia, it is decided in the meeting that the forthcoming FDP of the Home Science department to be started from 20-01-2020 shall be held in the newly constructed language lab which is welcomed by all the members.

4. As per the agenda item, principal placed the matter of conduction of internal examination before the members. In this regard a committee is formed with the following members for the smooth conduction of internal examinations of the college for degree students. Three members are given the responsibilities in the meeting for the purpose. The members are ---

a) Mrs. Ruma Paul
b) Dr. A. F.Md Malik
c) Dr. S. R. Saikia

5. As per the agenda item principal placed the matter of review of the AQAR submitted for the session 2018-19. Participating the discussion, Mr. Sanjib Dutta made the following suggestions

a) College main gate should be made attractive.
b) Direction signboard should be placed in the main town so that people can easily locate the institution.
c) Front view and boundary wall should be painted and innovated.

Mrs J Chakraborty suggested for Identification, marking and numbering of each item of the college with date and source of fund.

In response to the above suggestion principal assured that necessary steps will be taken in due course of time.

Dr. A.K.Jha suggested opening of new course such as certificate/Diploma course, Value added courses in the college.

It is also discussed in the meeting about the progress of two projects funded by the college by Home Science and Economics Departments. Both the department will submit the report very shortly. Other departments are also requested to present project proposal for the next academic session.

Members also pointed out the necessity of adoption of expertise teaching-learning processes. In this connection presentation through PPT for every faculty member is made obligatory and decision has been taken that Mr. S. Dutta shall take initiative in this regard.

Dr. Jhuma Borthakur suggests that for resource mobilization for the college, the authority may approach to IOCL and Coal India for industry sponsored projects.

Regarding incubation centre related matter a decision has been made to take expert suggestion in this regard.

It is also decided in the meeting that to introduce PG course in Home Science department an initiative should be taken immediately and approach IGNOU for the purpose.

In the meeting, Librarian of the college Mr. R. K. Haloi said the necessity of taking initiative for the automation of college library. He requested the principal to take necessary step in this matter.

Members of the meeting also pointed out the necessity to made popular the SWAYAM and MOOCS platform among the students and it is also suggested to organise a workshop for the faculty members ..

Regarding campus placement it has been decided that a methodology should be developed so that the local small industries and firms come forward for the placement of the college students.

Regarding professional development and administrative training, non-teaching staff shall be given preference and the members requested the principal to allow the office staff to attend short-term course for that purpose.

In the meeting members also pointed out the necessity of salary enhancement of the office staff..

At the end of the meeting chairman extended thanks to all the members for their active participation in the meeting.

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

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC Meeting on 26/02/2020 with Faculty Members

Agenda

1. Preparation of AQAR for the session 2019-20.
2. Feedback.
3. Student Satisfaction Survey.
4. Fund Audit Report.
5. New village Adaptation.
6. Future plan of the college
7. Academic Audit.
8. Drama workshop by NSD.
9. Alumni Meet.
10. Student Aid Fund.
11. Misc.
12. Vote of thanks.

Members Present

1. Dr Arun Ch Sarmah — 26/2/2020
2. Dr Dipok Gogoi — Dgogoi
3. Dr Minoti Sarmah — MSarmah 26/02/2020
4. Hina Borah — HBorah 26/02/20
5. Sanjib Dutta — 26/2/20
6. Mamani Devi — M-Devi 26.2.20
7. Ranjita Saikia — RS
8. Pristi Roy — 26.2.20
9. Eva Kowar — 26/2/2020

10. Ratnadip Purkayastha. 26/02/2020
11. Purna Paul
12. Urvi Sharma 26/02
13. A. P. [illegible]
14. S. R. Sailein
15. Jaisal Kalita 26/02/20
16. Sanjita Chetia 26/02/20
17. Jhuma Borthakur 26/02/20
18. [illegible]
19. Jayasree Chakraborty 26/02/20
20. Pankaj Kumar Gogoi. 26.02.2020
21. Dr. A. K. Jha. 26/02/2020

Minutes of the IQAC meeting held on 26-02-2020

Time: 1.30 P.M **Venue: IQAC Room**

AGENDA

1. Preparation of AQAR for the session 2019-20.
2. Feedback
3. Student Satisfaction Survey
4. Fund Audit Report
5. New village adaptation
6. Future plan of the college
7. Academic Audit
8. Drama Workshop by NSD (03-03-2020 to 05-03-2020)
9. Alumni Meet
10. Student Aid Fund
11. Misc
12. Vote of thanks

The meeting starts with the assumption of chair by the principal at 1.30 pm in the IQAC room.

1. As per agenda, detail discussion starts on the preparation of AQAR for the session 2019-2020. Principal requests the concerned teachers to submit departmental reports and other related information as required by the co-ordinator IQAC. Principal also requested the convenors of the seven criterion committee to prepare their reports and submit the same to the IQAC office as soon as possible.

2. the process for taking Feedback of Parents, Alumni and Students are to be initiated and feedback compilation processes should be completed within March 2020. For that purpose a committee is formed under the chairmanship of Mrs. J. Chakraborty. Other members selected for the committee are – Dr. D. Goswami, Dr.R. Purkayastha, Dr. A.K. Jha and Mr. P.L. Gogoi.

3. It is also decided in the meeting that student satisfaction survey should be done online and Mr. Sanjib Dutta is given the responsibility to take initiative for the student satisfaction survey for the year 2019-20.

4. Dr R. Purkayastha raised the issue of audit of college funds and the principal is requested to take necessary step in this regard. Principal also agreed to take step in the matter.

5. Members also raised the issue of new village Adoptation along with the existing village. In this regard, a resolution has been taken to adopt a village adjacent to the earlier adopted village.

6.Regarding future plan of the college, it is decided that a meeting shall be held under the agies of IQAC and it is also suggested that disaster management programme should also be

included in our future plan of the college. In respect of future plan of the college both long term and short term plan should be formulated and included in the programme.

7. It is also discussed in the meeting to conduct academic Audit for the session 2019-20 and principal requested the heads of the department to prepare teaching plan, HoDs' diary and workload of the teachers of their own department and submit to the principal's office as soon as possible, so that the academic audit can be done during the month of April 2020.

8.Principal also informed the house that NSD (National School of Drama) is interested to conduct a three days workshop in the college and for their purpose Dr. R. Purkayastha and Ms Meghali Barua is given the responsibility to organize the workshop and motivate the degree students for their maximum participation.

9.It is also decided in the meeting that the Alumni Association Registration programme should be done as early as possible and for this purpose a joint meeting of the college authority and Alumni Committee should be called urgently. It is also decided that alumni Meet should be organised in the college premises during the month of June 2020.

10. Principal also requested the teachers unit to take initiative to make the student Aid fund more strong, so that it can extend more and more help to the meritorious & economically weaker students of the college.

11. Dr. J. Kalita expressed the necessity of physical training for the girl students and also informed that if the authority gives permission, he himself could introduce Karate –Do-Academy course in the institution for the benefit of the students. Principal appreciated the new idea and advised Dr. Kalita to take necessary steps in this regard.

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

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC meeting on 09/07/2020 with faculty members

Agenda

1. New admission for the Session 2020-21.
2. Online Class and online induction
3. Webinar
4. Misc.
5. Vote of thanks.

Members Present

1. Dr Arun Ch. Sarmah — 9/7/2020
2. Dr Dipok Gogoami —
3. Dr Bhowna — 09/07
4. Nina Borah — NBorah 09/07/20
5. Mamani Devi — M. Devi 9.7.2020
6. Dr Minoti Sarmah — MSarmah 9/7/2020
7. Dr Jenimi Kalita — 9/7/20
8. Deepali Sharma — 09/7/20
9. Sanjib Dutta — 9/7/20
10. Ashim Chetia
11. S.R. Saikia
12. Rena Pal
13. Sanjita Chetia — Chetia 09/07/2020
14. Dr. Jhuma Borkakoty — 09/07/20
15. Dr. Pinto Roy — 9.7.20
16. Pankaj Kumar Gogoi — 9.7.20
17. Dr Pulak Borah
18. A.C. Ms. Mili
19. Ranjita Saikia
20. Ratnadip Ruzhayartha — 09/7/20.
21. Kihan Tenompi — 9/7/20.
22. Dr. A. K. Jha. — 9/7/20
23. [illegible]
24. Jayasree Chakraborty — 09.07.20.
25. Manik Kanch — 9/7/20

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Minutes of the meeting held on 9/07/2020

Time: 1.00 PM

Venue: Principal's Office

Agenda

1. New admission for the session 2020-21

2. Online class & online induction

3. Webinar.

4. Misc

5. Vote of thanks

A meeting of the IQAC held on 09-07-2020 at Principal's office. The meeting starts by the assumption of chair by the Principal.

1. Principal started his deliberation by appreciating the faculty members for outstanding performance in the H.S. 2nd year exam 2020. As per agenda discussion on new admission process for the session 2020-21 was made. Admission committee for the session 2020-21 has been formed. Due to COVID Pandemic situation it is decided for online admission process for all the classes in this academic session for which principal is requested to take necessary steps for appointing a competent person or firm to do the admission process carefully. It is also decided that 10% increase in student intake capacity may be done if necessary.
2. Due to COVID pandemic situation there will be no offline classes at present but online classes of H.S. 2nd year, BA 3rd, 5th and BA 1st semester will resume from 15/07/2020, 3/09/2020 and 7/09/2020 respectively. It is also decided to conduct an online induction meeting for the new comers at convenient date within a short time.
3. As it is difficult to organize offline seminars for Covid-19 SOPs, the Principal requested all the departments to arrange webinars on relevant issues and requested all the HoDs to submit the proposal mentioning subject, name of resource person, time, collaborative partner on or before 17-07-20 .The principal requested IQAC coordinator to take initiative to organize webinars within the month of July 2020 under the banner of IQAC.

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

Dr. Arun Ch. Sarmah
Principal & Chairperson
Digboi Mahila Mahavidyalaya

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC meeting held on 01/09/2020

Agenda

1. Acceptance of the proceedings of the last meeting.
2. AQAR 2019-20 submission.
3. Progress of RUSA activities.
4. IQAC committee re-shuffle.
5. Misc.
6. Vote of thanks.

Members Present

1. Dr Arun Ch. Sarmah — 01/9/2020
2. Dr Dipok Gogoi —
3. Dr. Sanjita Chetia
4. Dr. Minoti Sarmah — 01/09/2020
5. Nina Borah — 01/09/20
6. Geeni Sharma — 01/09/20
7. Dr. Pulak Borah — 1/9/20
8. Deepali Sharma.
9. Ranjita Saikia — 1.9.2020
10. Rina Paul
11. Dr. Pinku Roy — 1.9.2020
12. Mamani Devi
13. Ratnadip Purkayastha — 01/09/20
14. Sanjib Dutta — 01/9/20
15. Ashim Chetia — 01.09.20
16. A. C. Ma Marie
17. Kimen Pehonpi — 01/09/20
18. S.R. Saikia — 1.09.20
19. Govind Kalita — 1/9/20
20. Jhuma Borkakoty — 01/09/20
21. Jayasree Chakraborty — 01.09.20
22. Pankajkumar Gogoi — 01.09.20
23. Dr. A.K. Jha — 01/9/20
24. [illegible]

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25. Hamik Kalita 01/9/20

Minutes of the IQAC meeting held on 01/09/2020

Time: 2.00 PM Venue: IQAC ROOM

Agenda

1. Acceptance of the proceedings of the last meeting.
2. AQAR 2019-20 submission.
3. Progress of RUSA activities.
4. IQAC committee re-shuffle.
5. Misc
6. Vote of thanks

The meeting started at the IQAC room on 01/09/2020 at 2 PM after assuming the chair by the Principal. The meeting started with the acceptance of the minutes of the last meeting.

Main purpose of today's meeting is submission of AQAR 2019-20.The coordinator briefed the content of the AQAR and is shown to the members present and it is decided to send the same as early as possible.

RUSA coordinator is present in today's meeting .He gave a brief account of the RUSA activities undertaken so far. The coordinator mentioned that RUSA activities are progressing as per the agenda where a separate committee is monitoring the progress. It has also been discussed to accelerate the classroom renovation work to accommodate the new CBCS classes.

The IQAC Core Committee was reshuffled and it is decided to appoint new conveners for the seven criteria.

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

1/9/20

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

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC meeting on 24/11/2020 with Faculty members

Agenda

1. University and college Examination.
2. Organize various programme by NSS and Women's cell of the college.
3. Research activities.
4. Awareness programme on covid 19 pandemic.
5. pledge taking and appreciation from IOCL (AOD).
6. Prize distribution of literary competition held on 08/06/2020.
7. Misc.
8. Vote of thanks.

Members Present

1. Dr Arun Ch. Sarmah — 24/11/2020
2. Sri Dipok Gogoi — Gogoi
3. Ratnadip Purkayastha. 24/11/20
4. Dina Borah — D Borah 24/11/20
5. Mamani Devi — M. Devi 24.11.2020

6. Dr. Pinku Roy — 24.11.2020
7. Ranjita Saikia
8. Sanjib Dutta — 24.11.20
9. Rima Pal — 24.11.20
10. Urmi Sharma — 24/11
11. Dr Minoti Sarmah — 24/11/2020
12. Dr Pankaj Borah
13. Ashim Chetia
14. S. R. Saikia — 24.11.20
15. Sunil Kalita — 24/11/20
16. A. F. Md Matin
17. Kiran Teronpo — 24.11.20.
18. Sanjita Chetia
19. Jhuma Borthakur — 24/11/20
20. Pankaj Kumar Gogoi — 24.11.20
21. [illegible]
22. Dr. A. K. Jha — 24/11/20
23. Dr. Manik Kalita — 24/11/20
24. Tapasree Chakraborty — 24/11/20

Minutes of the IQAC meeting held on 24/11/2020

Time: 2.00 PM

Venue: IQAC ROOM

Agenda

1. University and College Examination.
2. Organize various programme by NSS and Women's Cell of the college.
3. Research activities
4. Awareness programme on Covid 19 pandemic
5. Pledge taking and appreciation from IOCL(AOD)
6. Prize distribution of literary competition held on 08/06/2020.
7. Misc.
8. Vote of thanks

The meeting has come in force at the IQAC Room on 24/11/2020 at 2 PM after assuming the chair by the Principal Dr Arun Ch Sarmah. At first after discussion the house accept the minutes of the last meeting.

Due to Covid 19 pandemic ,the university examinations for the session 2020-21 could not held in due time. As per the new circular of the University, the examination for the even semester to be conducted in blended mode. The principal requested the faculty members and examination committee in particular to collect the names of the examinee for both online and offline mode. The examination committee will arrange a group to monitor online examinations and invigilators for the offline examinations.

IQAC is taking keen interest to develop research activities in the college. The principal mentioned the members present that last year for the first time proposals were invited and accordingly department of Economics and department of Home Science submitted proposals and subsequently the field survey report. This year new proposals are to be invited to continue this best practice. It is decided to approve research proposals both at individual as well as departmental level.

During the pandemic to keep the spirit of the students active and alive, the college decided to initiate various awareness and extension programmes related to Covid 19. It was also decided to conduct various literary programmes among the students.

A pledge taking ceremony as a part of Vigilance Awareness Week of IOCL(AOD) (27-10-2020 to 02-11-2020) was conducted in our college on 30-10-2020. Appreciating the effort of smooth conduction of the event, IOCL gave an appreciation letter to Mr. Sanjib Dutta of Economics Department. The Principal requested all to actively participate in any activities conducted by IOCL in future.

As the classes of the college were not held during the pandemic time, it has been decided in the meeting to organize the prize distribution ceremony for Literary Competitions on 14-11-2020 which was held in the month of June 2020.

24/11/2020

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

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

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IQAC meeting on 23/02/2021 with Faculty members

Agenda

1. Parent teacher meet.
2. Book release.
3. D.C. Debsharma memorial lecture.
4. University Examination.
5. Vote of thanks.

Members Present

1. Dr Asim Ch. Sarma — 23/2/2021
2. Dr Dipok Gogoi — 23/2/21
3. Dr Sunil Kalita
4. Nina Borah — NBorah 23/02/21
5. Ashim Chetia — 23/02/21
6. Dr. Minoti Sarmah — 23/02/202
7. Rima Paul
8. Marmani Devi — M. Dev, 23.2.2021
9. Sanjib Dutta — 23.2.2021
10. Deepali Sharma. — 23/2/21
11. Ranjita Saikia
12. Swati Sharma — 23/2
13. A.F. [illegible]
14. Ratnadip Purkayastha. — 23/02/21.
15. Dr. Pintu Roy — 23.2.21
16. Dr. Pratul Bokal
17. S.K. Saikia — 23.2.21
18. Nitamoni Bordoloi — 23.02.2
19. Kiran Tenonja — 23.02.21
20. Sanjita Chetia
21. Jhuma Borthakur — 23/02/21
22. Pankaj Kumar Goga. — 23.02.21
23. Dr A. K. Jha — 23/02/21
24. [illegible]
25. Jayasree Chakraborty — 23/02/21
26. Dr. Manik Konch — 23/02/21

Minutes of the IQAC meeting held on 23/02/2021

Time: 2.00 PM **Venue: IQAC ROOM**

Agenda

1.Parent Teacher meet

2.Book release

3.D.C DebSharma memorial Lecture

4. University Examination.

5. Vote of thanks

The meeting starts at the IQAC Room on 23/02/2021 at 2 PM with the assumption of the chair by the Principal of the college. In the beginning minutes of the last meeting was read out by the co-ordinator and after a few correction accepted by the members present.

The co-ordinator explained the purpose of the meeting. In this speech he says that due to Covid-19 students are staying at home as per Govt. COVID protocol hence it is difficult to communicate with them regarding various issues. To make them acquainted with the college, college rules, student involvement in different activities and regular presence in the online classes are some of the issues. It has been decided to hold a meeting in the first week of March.

Subsequent agenda of the meeting was regarding release of three books. Literary activity is one of the thrust areas of the college. It is decided to publish three edited books which is to be inaugurated on the occasion of Dwijesh Dev Sarmah (Founder of the college) memorial lecture by following the Covid-19 appropriate behaviour. The tentative date is 20.03.21.The members of the meeting suggested the following names from which two invitees are to be selected for book release and delivering lecture: (1)Dr. Amalendu Chakraborty, Honourable V.C Rabindranath Thakur University (ii) Prof Nagen Saikia, ex president Axom Sahitya Sabha and (iii)Prof Satyakam Borthakur, Prof, Department of Assamese, Dibrugarh University (iv)Sri Jayanta Madhav Bora, writer and Sahitya Academy Award winner.

Regarding the university examination, the Principal instructed all the HoDs to conduct examinations as per the guidelines issued by the Dibrugarh University. In accordance with the university circular, all the examinations are to be conducted in blended mode.

23/02/2021

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

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

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IQAC meeting on 23/02/2021 with Faculty members

Agenda

1. Parent teacher meet.
2. Book release.
3. D.C. Debsharma memorial lecture.
4. University Examination.
5. Vote of thanks.

Members Present

1. Dr Arun Ch. Samanta — 23/2/2021
2. Dr Dipok Gogoi — 23/2/21
3. Dr Sunil Kalita — 23/2/21
4. Nina Borah — 23/02/21
5. Ashim Chetia — 23/02/21
6. Dr. Minoti Sarmah — 23/02/2021
7. Rima Paul
8. Manmani Devi — 23.2.2021
9. Sanjib Dutta — 23.2.2021
10. Deepali Sharma. — 23/2/21
11. Ranjita Saikia
12. Sravi Sharma — 23/2
13. A.F. [illegible]
14. Ratnadip Purkayastha. — 23/02/21.
15. Dr. Pintu Roy — 23.2.21
16. Dr. Pratul Bolah
17. S.K. Saikia — 23.2.21
18. Nitamoni Bordoloi — 23.02.
19. Kiran Tenonja — 23.02.21
20. Sanjita Chetia
21. Jhuma Borthakur — 23/02/21
22. Pankaj Kumar Goga. — 23.02.21
23. Dr A. K. Jha — 23/02/21
24. [illegible]
25. Jayasree Chakraborty — 23/02/21
26. Dr. Manik Karch — 23/02/21

Minutes of the IQAC meeting held on 23/02/2021

Time: 2.00 PM **Venue: IQAC ROOM**

Agenda

1.Parent Teacher meet

2.Book release

3.D.C DebSharma memorial Lecture

4. University Examination.

5. Vote of thanks

The meeting starts at the IQAC Room on 23/02/2021 at 2 PM with the assumption of the chair by the Principal of the college. In the beginning minutes of the last meeting was read out by the co-ordinator and after a few correction accepted by the members present.

The co-ordinator explained the purpose of the meeting. In this speech he says that due to Covid-19 students are staying at home as per Govt. COVID protocol hence it is difficult to communicate with them regarding various issues. To make them acquainted with the college, college rules, student involvement in different activities and regular presence in the online classes are some of the issues. It has been decided to hold a meeting in the first week of March.

Subsequent agenda of the meeting was regarding release of three books. Literary activity is one of the thrust areas of the college. It is decided to publish three edited books which is to be inaugurated on the occasion of Dwijesh Dev Sarmah (Founder of the college) memorial lecture by following the Covid-19 appropriate behaviour. The tentative date is 20.03.21.The members of the meeting suggested the following names from which two invitees are to be selected for book release and delivering lecture: (1)Dr. Amalendu Chakraborty, Honourable V.C Rabindranath Thakur University (ii) Prof Nagen Saikia, ex president Axom Sahitya Sabha and (iii)Prof Satyakam Borthakur, Prof, Department of Assamese, Dibrugarh University (iv)Sri Jayanta Madhav Bora, writer and Sahitya Academy Award winner.

Regarding the university examination, the Principal instructed all the HoDs to conduct examinations as per the guidelines issued by the Dibrugarh University. In accordance with the university circular, all the examinations are to be conducted in blended mode.

23/02/2021

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

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

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IQAC Meeting held on 24/04/2021 with faculty members

Agenda

1. H.S. 2nd yr. Examination.
2. Admission process 2021-22.
3. Reshuffle of IQAC.
4. World environment day celebration.
5. International Yoga day celebration.
6. Extension activities.
7. Vote of thanks.

Members present

1. Dr. Dipok Gogoi — 24/4/21
2. Dr Sanjit Kalita — 24/4/21
3. Deepali Sharma. — 24/4/21
4. Mamani Devi — 24.4.2021
5. Dina Borah — 24/04/21
6. Dr. Pulak Borah
7. Rina Paul — 24/04/22
8. Ranjita Saikia
9. Dr. Minoti Sarmah — 24/04/22
10. Dr. Pinku Roy — 24.4.21
11. Usha Sharma — 24/4
12. Ratnadip Purkayastha. — 24/04/21.
13. Sanjib Dutta — 24.4.21
14. Ashim Chetia
15. A. F. Mozumder
16. Khan Tenouji — 24/11/21
17. Nitamoni Bordoloi — 24.4.21
18. S.R. Saikia
19. Sanjita Chetia
20. Dr. A.K. Jha. — 24.4.21
21. Jhuma Borthakur — 24/04/21
22. Pankaj Kumar Gogoi. — 24.04.21
23. Gogoi.
24. Hanif Ahmed — 24/04/21
25. Jayasree Chakraborty — 24.04.21

Minutes of the meeting held on 24/04/2021

Time: 1.00 PM **Venue: IQAC ROOM**

Agenda

1. H.S 2nd yr Examination.
2. Admission process 2021-22
3. Reshuffle of IQAC
4. World environment day celebration
5. International Yoga Day celebration
6. Extension activities.

The meeting started at the IQAC Room on 24/04/2021 at 2 PM with the assumption of chair by the Principal, Co-ordinator handover the agenda of the meeting to the chairman. Accordingly, chairman placed the matters one after another.

As per agenda H.S. Final exam conduction committee is formed and Dr (Mrs). N. Borah is selected as Asst. Officer in charge & Mr Sanjib Dutta as member of the H.S. final examination conduction committee.

As per AHSEC guidelines Dr R. Purkayastha and Mr Asim Chetia are selected as members to conduct H.S. 1st year examination

For the conduction of online admission for the session 2020-21, Dr. P. Roy and Mr. S. Dutta are selected as members of the expert committee.

Dr. D. Goswami, the newly appointed Principal-in-Charge, is appointed as ex-officio Chairperson of IQAC and Retd. Principal, Dr. Arun Chandra Sarmah, was appointed as the advisor of IQAC.

Regarding World Environment Day celebration it was decided to organize a plantation drive with few teachers and Principal by maintaining Covid-19 protocol. The Co-ordinator of IQAC and the Co-ordinator of NSS proposed to organize an online prize money speech competition on 'Covid-19 & the Environment' and the all the members of the meeting unanimously supported the same. The International Yoga Day is also to be celebrated in virtual mode.

The Principal suggested chalk-out possible ways to engage more students in the extension activities while maintaining the SOPs and Protocols of Covid-19.

Dr. Dipok Goswami
Principal (i/c) & Chairperson
Digboi Mahila Mahavidyalaya

Principal
DIGBOI MAHILA MAHAVIDYALAYA

Dr. Ratnadip Purkayastha
Coordinator, IQAC,
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

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IQAC Meeting held on 07/09/2021 with faculty members

Agenda

1. Assumption of chair.
2. Objective
3. Discussion on submission of AQAR for the session 2020-21
4. Future planning (with reference to the G.B meeting held on 23/08/21
5. Discussion on various committees reports and their upgradation.
6. Numbering of the various item with fund details.
7. Online class and online feedback.
8. Misc.
9. Vote of thanks.

Members Present

1. Hiya Borah — 07/9/21
2. Dr Lucia Kalita — 7/9/21
3. Dr. Sanjita Chetia
4. Dr. Minoti Sarmah — 07/09/2021
5. Urmi Sharma — 7/9.
6. Rima Paul
7. Deepali Sharma. — 7/9/21
8. Dr Pulak Borah
9. S. R. Saikia
10. Dr. Ratnadip Puzhayastha. — 7/9/21
11. Ranjita Saikia
12. A. F. M. Maiu
13. Dr. Pankaj Kumar Goge — 07.09.21
14. Sanjib Dutta — 7/9/21
15. Kiran Pertonsi — 7/9
16. Ashim Chetia
17. Dr. A. K. Sha. — 07/9/21
18. Yogi
19. Dr. Pintu Ray — 7.9.21
20. Netramoni Bardoloi. — 7.9.2
21. Tapasree Chakraborty — 07.09.21
22. Manik Kalita — 7/9/21
23. Jhuma Borthakur — 7/9/21
24.

Meeting, IQAC

Date: 07-09-2021

Minutes:

Agenda:

1. Assumption of Chair
2. Objective
3. Discussion on submission of AQAR for the session 2020-21
4. Future planning (with reference to the G.B. meeting held on 23-08-2021)
5. Discussion on various Committees' reports and their upgradation
6. Numbering of the various item with fund details
7. Online class and online feedback
8. Misc
9. Vote of thanks

NAAC meeting held on 07-09-2021 at teacher's common room on the foregoing agenda reached the following conclusions:

1. 7 criteria convenors are requested to submit their report within a time limit. For this purpose hard copies of seven criteria are to be distributed among the convenors of the committees.
2. Core committee shall verify the reports of the seven criteria after submission.
3. A final report shall be completed on first part of October, 2021.
4. Dr. D. Goswami and Mrs. Urmi Sharma informed the house about the G.B. resolution regarding the teacher's unit resolution on the remuneration of the co-coordinator of NAAC.
5. A Committee has been formed for recording the numbers and their fund details of the newly bought items to the college. Members of the committee include Dr. Jovial Kalita, Ashim Chetia, and Dr. Putul Borah. The committee shall report to the co-coordinator within one month of the purchase of the items.
6. Regarding Academic Audit Dr. Manik Konch and Dr. Jovial Kalita will be the co-coordinators till the completion of the process in April 2022.
7. Dr. Sanjita Chetia proposed the registration of Alumni association.
8. Online feedback shall be initiated for online class and assessment held during Covid-19 lockdown. Dr. Abul Foyes Md. Malik and Ms Nitamoni Bardaloi will take the initiative in this regard.
9. All the committees' under IQAC are called upon to get their reports updated before the next visit of NAAC Peer team.

The meeting ended with the offering of vote of thanks by the IQAC coordinator.

N Borah 07/09/21

(Dr. Niva Borah)
Principal I/C
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

(Dr. Ratnadip Purkayastha)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

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IQAC meeting held on 29/11/2021 with faculty members

Agenda

1. Assumption of chair.
2. Objective
3. Review of the preparation for submission of AQAR for the session 2020
4. Discussion regarding new IQAC 7 criteria committee and new co-ordinator.
5. Approval of the draft AQAR 2020-21.
6. Various career counseling programme / philosophical counseling (by Dr. M. Konch) / introduction of new courses (idea from new teacher).
7. Misc
8. Vote of thanks.

Members Present

1. Uma Borah — 29/11/21
2. Sanjita Chetia — Chetia
3. Nitamoni Barelakai — 29.11.2
4. Rima Paul — 29/11/2022
5. Dr. Ratnadip Purkayastha. — 29/11/2021
6. Urvi Bhowmik — 29/11
7. Ranjita Saikia — RS
8. Dr. Minoti Sarmah — MSarmah 29/11/2021
9. Sanjib Dutta — Dutta 29/11/21
10. Dr. Pulak Borah — Borah
11. Deepali Sharma. — 29/11/21
12. Dr. Pinto Roy — 29.11.21
13. Ashim Chetia — Chetia
14. A. F. [illegible] — [illegible]
15. Jostal Kalita — 29/11/21
16. Dr. Pankaj Kumar Gogoi. — 29.11.21
17. Kihon Perongi — 29/9/21.
18. S. R. Daileia — Daileia.
19. Jyoti — [illegible]
20. Jhuma Borkakoty — 29/11/21
21. Dr. A. K. Jha. — 29/11/21

22. Manik Konch 29/11/21
23. Jayasree Chakraborty 29.11.21

Meeting, IQAC

Date: 29-11-2021

Minutes

Agenda

1. Assumption of Chair
2. Objective
3. Review of the preparation for submission of AQAR for the session 2020-21
4. Discussion regarding new IQAC 7 criteria committee and new co-ordinator
5. Approval of the draft AQAR 2020-21
6. Various career counseling programme /philosophical counseling (Manik Konch)/ introduction of new courses (idea from new teacher)
7. Misc
8. Vote of thanks

A meeting of IQAC, Digboi Mahila Mahavidyalaya is convened at Principal's Chamber on 29-11-2021. The meeting is chaired by the Principal Dr.Niva Bora. The rationale of the meeting i.e., "Review of the preparation for submission of AQAR for the session 2020-21", is enunciated by the Coordinator of IQAC Dr.Ratnadeep Purkayastha. The meeting witnessed the discussion on the items of the agenda.

N Borah 29/11/21
(Dr. Niva Borah)
Principal I/C
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

(Dr. Ratnadip Purkayastha)
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

IQAC Meeting

19-09-2022

AGENDA

Early Submission of Invidual Criterion's Report to IQAC

A meeting of IQAC was called today on 19-09-2022 at 11 A.M at Principal's chamber. The meeting was presided over by Dr. Sanjili Chetia, Principal and the chairperson and was attended by the convenors and members. Dr. Pankaj Kumar Goga, Coordinator, IQAC explained the rationale of the meeting i.e. "Early submission of Individual Criterion's Report to IQAC". The meeting also discussed about the omission of previously submitted individual criterion's report and decided to address them in the new submission. The meeting further discussed the already submitted reports which need to be updated. The meeting came to an end with the offering of customary vote of thanks by Coordinator IQAC

19.09.2022

(Dr. Sanjili Chetia)
Principal & Chairperson, IQAC

Principal
DIGBOI MAHILA MAHAVIDYALAYA

(Dr. Pankaj Kumar Goga)
Coordinator, IQAC

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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Signatures:

1. Dr. Sanjita Chetia, Principal. Chetia 19/09/2022
2. Dr. Pankaj Kumar Gogoi, Coordinator. IQAC 19.09.2022
3. Tomai Paul. Criteria - 4 19/9/22
4. Jenny Shaema Shaema 19/9/22
5. Dr. Jhuma Borkakati 19/09/22
6. Ranjita Saikia 19/9/22
10. Dr. Ratnadip Choudhury. 19/09/2022.
11. Nitumoni Bardaloi Bardaloi 19/09/2022
12. Dr. Pinky 19/09/2022

Principal
BORGOR MAHILA MAHAVIDYALAYA

IQAC Meeting on AQAR 2021 - 2022 29-11-2022

AGENDA

1. To look into the prepared criteria by each convenor and members of the Seven Criteria for AQAR, 2021-2022
2. To see the uploaded files and Data templates

Proceedings

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 Kumar Gogoi, Coordinator IQAC explained the rationale of the meeting. The meeting broadly discussed about the agenda of the meeting i.e. to look into the already prepared criteria of AQAR, 2021-2022 by each convenors and member of all the criteria and also to see the uploaded files and data templates as the Files Description section of the metrics. People present in the meeting expressed readiness and cooperation on the matters. They pledged that the process will be completed within week's time. The meeting came to an end with the offering of ceremonial vote of thanks by the IQAC Coordinator.

(Dr. Sanjila Chetia)
Principal & Chairperson, IQAC

Principal
DIGBOI MAHILA MAHAVIDYALAYA

(Dr. Pankaj Kumar Gogoi)
Coordinator, IQAC

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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Signatures.

1) Dr. Sanjita Chetia, Principal — 29/11/2022
2) Dr Jovial Kalita — Vice-Principal — 29/11/2022 (Criteria 7)
3) Dr. Pankaj Kumar Goga — Coordinator
4) Dr Bhaskar Jyoti Boro (Criteria II)
5) Dr. PINTU ROY (Criteria - VI)
6) Sanjib Dutta (Criteria-I)
7) Uttoma Gogoi (CC-5)
8) Kirran Teronpi (Criteria-VI) — 29/11/22
9) Dr. Jhuma Borthakur (Criteria-VII) — 29/11/22
10) Deepali Sharma (" II) — 29/11/22
11) Ms. Manjuma Sonowal (Criteria II) — 29/11/22
12) Dr. Ratnadip Purkayastha (Teacher Member) — 29/11/22
13) R. Paul (CC-IV)

Principal
DIGBOI MAHILA MAHAVIDYALAYA

IQAC Meeting

17 - 05 - 2023

AGENDA

1. Alumni Account No. Circulation
2. Add on Courses / Certificate courses — Registration and other Other documents
3. Criteria Wise Metrics
4. Parent's - Teachers' Account
5. Various Committees & Sub-Committees' Report

Proceedings

A meeting of the convenors of the Seven Criteria was called for today at Principal's Chamber at 11.00 A.M. The Principal and Chairperson, IQAC of Digboi Mahila Mahavidyalaya Dr. Sanjib Chetia presided over the meeting. In the meeting the already opened account of the college alumni association was discussed and it was agreed that the account no. be circulated amongst the alumni for the fund generation of alumni association. The meeting discussed on the introduced add-on-courses and the requirement of preparing ~~their~~ relevant data early. The criteria-wise metrics of the seven criteria for the AQAR, 2022-2023 were discussed and emphasis was put on the completion of all metrics. In the meeting the need of a Parent's - Teachers' Account was felt and discussed and a meeting of the Parents, Teachers particularly locally available parents and office bearers of the Parents - Teachers Association will be called for shortly. The requirement of the reports of various committees and sub-committees was discussed and all agreed to fulfill the requirement soon. The meeting came to an end with the ceremonial offering of vote of thanks by Dr. Pankajmuchan Gogoi, coordinator, IQAC.

17/05/2023

(Sanjib Chetia)
Principal & Chairperson, IQAC

Principal
DIGBOI MAHILA MAHAVIDYALAYA

17.05.2023
(Dr. Pankajmuchan Gogoi)
Coordinator, IQAC

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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Signatures:

1) Dr. Sanjita Chetia — 17/05/2023
2) Dr. Pankaj Kumar Gogoi, Coordinator, IQAC — 17.05.2023
3) Dr. A. K. Jha — 17/05/23
4) Tilottoma Gogoi — 17.5.23
5) Ranjita Saikia — 17/05/23
6) Urmi Sharma — 17/05/23
7) Ratnadip Borkakoty — 17/05/2023
8. Pintu Roy — 17.5.23
9) Dr. Jhuma Borkakoti — 17.5.23

Principal
MAHAPURUSH ALIRAM SOBOJIA

IQAC Meeting 101

23-06-2023

AGENDA

Annual Alumni Meeting on 28-06-2023

Proceedings

A meeting of IQAC was called on ~~28~~ 23-06-2023 at Teachers' Common Room. The Principal, Dr. Sanjita Chetia assumed the chair of the meeting. Dr. Pankaj Kumar Gogoi, Coordinator, IQAC explained the rationale of the meeting i.e. Annual Alumni Meeting on 28-06-2023. The meeting discussed about successful holding of the meeting with the cooperation of everyone. The Principal read out the names of different committees formed for the Alumni meet. The coordinator of IQAC posted the account details of the alumni association on the teachers' group and asked the teachers of various departments to circulate the same amongst their alumni. Mrs. Ranjita Saikia, one of the alumni and the Assistant Professor of Assamese of the college declared to contribute ₹5000/- (Five thousand) to the Alumni Account. The meeting called upon each of the departments to ask its alumni to contribute to the account as far as possible. Matters like souvenir, memento on the day of alumni meet, publicity, feedback, registration, food coupon etc. were also discussed. The meeting fixed the registration fees for this years' alumni meet at ₹100/- (One Hundred). The Coordinator, IQAC thanked everyone for coming to the meeting and with this the meeting came to an end.

23/06/2023
(Dr. Sanjita Chetia)
Principal & Chairperson
Principal
DIGBOI MAHILA MAHAVIDYALAYA

23.06.2023
(Dr. Pankaj Kumar Gogoi)
Coordinator, IQAC
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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IQAC Meeting

23-06-2023

Signatures

1. Dr. Sanjita Chetia, Principal & Chairperson — 23/06/2023
2. Dr. Jonali Kalita Vice-Principal — 23/06/23
3. Dr. Pankaj Kumar Gogoi, Coordinator IQAC — 23.06.2023
4. Dr. Jhuma Borkakati — 23/6/23
5. Dr. Arun Kumar Jha. — 23/06/23
6.
7.
8.
9.
10. Ishani Senapati — 23/6/23
11. Kutamoni Bandali — 23.6.23
12. Dr. Pintu Roy. — 23.6.23
13. Dr. Putul Borah — 23.6.23
14. Kalpana Chetri — 23.6.23
15. Smita Gogoi — 23.6.23
16. Dr. Ratnadip Purkayastha — 23.06.23
17. Dr. A. C. Nath — 23.06.23
18. Dr. Pulak Gogoi — 23/06/23
19. Dr. Antora Borah — 23/06/23
20. Mrs. Ranjita Saikia — 23/06/23
21. Dr. Smita Rani Saikia — 23.06.23
22. Tilottoma Gogoi — 23.6.23
23. Manjuma Sonowal — 23.6.23

PRINCIPAL
APPLI TIRAHAM AJHAM COLLEGE

IQAC Meeting

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15 - 02 - 2024

AGENDA

Preparation of IIQA and SSR

Proceedings

A meeting of IQAC was called today on 15.02.2024 at 11.00 A.M. at Principal's chamber. The agenda of the meeting i.e. Preparation of IIQA and SSR was enunciated by Dr. Pankaj Kumar Goga, Coordinator, IQAC. Dr. Sajita Chetia, the Principal who presided over the meeting asked all the faculty members to contribute to the early submission of IIQA and SSR. She told the faculty members that the preparation of SSR is underway, and hence everyone must submit their criteria works early. IQAC Coordinator Dr. Pankaj Kumar Goga informed the attendees about the submission of 2022-2023 AQAR on 30th December, 2023 and since then IQAC has been meticulously preparing the SSR. He further informed that on tentative completion of the SSR the process of IIQA would be initiated. The teachers present in the meeting expressed their satisfaction over the progress of IQAC work and reiterated their commitment to extend their full cooperation to its works. Dr. Pankaj Kumar Goga, Coordinator, IQAC.

Chetia 15/02/2024

(Dr. Sajita Chetia)
Principal & Chairperson, IQAC

Principal
DIGBOI MAHILA MAHAVIDYALAYA

15.02.2024

(Dr. Pankaj Kumar Goga)
Coordinator, IQAC

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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IQAC Meeting

15-02-2024

Signatures:

1. Dr. Sanjiti Chetri, Principal & Chairperson, IQAC — 15/02/2024
2. Dr. Jahirul Kalita, Vice-Principal — 15/02/24
3. Dr. Pankaj Kumar Gogoi, Coordinator, IQAC — 15.02.2024
4. Kiran Terbupi — 15.02.2024
5. Kalpana Chetri — 15/02/24
6. A. F. M. Maiu
7. Dr. Jhuma Borthakur — 15/02/2024
8. Nitumani Bardaloi — 15/2/24
9. Ruma Paul.
10. Ranjita Saikia — 15/2/24
11. Tilottoma Gogoi
12. Putul Borah — 15/2/24
13. Ashim Chetri — 15/02/24
14. Ms. Manjuma Sonowal. — 15/2/24
15. Smita Gogoi. — 15/02/24
16. Dr. Preety Doulboruah — 15/2/24
17. Ratnadip Purkayastha — 15/02/24
18. Pulak Gogoi — 15/02/2024
19. Manik Kalita — 24/2/24

Principal
ATAJAYGIVAKAM A JHAN COLLEGE

IQAC Meeting

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03-05-2024

AGENDA

Assam Higher Education Departmental letter, Current SSR, Committees Reports, No. of Computers, Parents-Teachers Meeting, Add On. Course and Student's Enrolment.

Proceedings —

A crucial meeting of IQAC was convened today on 03-05-2024 at 11.00 A.M at college auditorium. The meeting was also attended by Chairman, Governing Body and non-teaching staff apart from the Principal, IQAC coordinator and the teaching staff. The agenda included Assam Higher Education Departmental letter 1/503506/2024 ECF NO344984/42 dated 16th March, 2024, Current SSR, Current AQAR, Committees Reports, No. of computers, Parents-Teachers' Meeting, Add-on Course, commence stream and student's enrolment. The meeting was presided over by Dr. Sanjita Chetri, the Principal and anchored by Dr. Pankaj Kumar Gogoi, Coordinator, IQAC. Dr. P.L. Gogoi briefed everyone about the progress of current SSR and AQAR and other issues of the agenda and asked everyone's cooperation in time for smooth completion of the NAAC process. Dr. Sanjita Chetri, Principal, talked about the gravity of the AHE letter and asked everyone to be sincere in NAAC process. Mrs Bakhi Nandar Gogoi told everyone to be active in NAAC process and warned of action in case of negligence. The meeting discussed about the requirement of increase in current degree and higher secondary seats from their current strength and everyone agreed to the increase of the seats and opening of commerce stream. The teachers also raised some relevant issues on course, computers and parents-teachers meeting. The meeting came to an end with a hearty vote of thanks by Dr. P.L. Gogoi and resolved to work for NAAC with enthusiasm.

Chetri 03/05/2024
(Dr. Sanjita Chetri)
Principal & Chairperson, IQAC
Principal
DIGBOI MAHILA MAHAVIDYALAYA

03.05.2024
(Dr. Pankaj Kumar Gogoi)
Coordinator, IQAC
Coordinator, IQAC
Digboi Mahila Mahavidyalaya

106

IQAC Meeting

03 - 05 - 2024

People Present

1. Lakhinandan Gogoi — President — 03/05/24
2. Dr. Sanjita Chetri — Principal — 03/05/2024
3. Dr. Jamini Kalita — Vice Principal — 03/05/24
4. Dr. Pankaj Kumar Gogoi — Coordinator, IQAC
5. Dr. Preety Goulboruah — 3/5/24
6. Tilottoma Gogoi — 3.5.24
7. Urmi Sharma — Sharma 3/5/24.
8. Ranjita Saikia — 3/5/24
9. Dr. Jhuma Borthakur — 3/5/24
10. Dr. Nitamoni Bandabi — 03/05/24
11. Manjima Sonowal — 3/5/24
12. Ishani Senapati — Senapati 3/5/24.
13. Dr. Sucita Rani Saikia — 3/5/24
14. Kinan Tenouri — 03-05-24
15. Rima Paul — 03/05/24
16. Kalpana Chetri — 03/05/24
17. Smita Gogoi — 03/05/24
18. Ashim Chetia — 03.05.24
19. A F M Maik — 03/05/24
20. R. Prabhupatra — 03/05/24
21. Manik Hazarika — 3/5/24
22. Pulak Gogoi — 03/05/24
23. Pinku Das — 3-4-24
24. Sanjib Dutta — 03/5/24
25. Pritul Borah — 03/5/24
26. Dr. Mridusmita Dutta — 3/5/24
27. Ankita Saikia — 3/5/24
28. Dr. Minakshi Hazarika — 3/5/24

Principal
AYAJAYBRAHMAN AJINAN JORHAT

Signature of non-teaching Staff:

1. Dipika Das — 03/05/2024
2. Annanya Barmah — 03/05/2024
3. Sutabdi Rajkonshi — 03/05/24
4. Mamoni Das — 3/5/2024.
5. Binan Dowari — 03/03/24
6. Biplab Sheal — 03/05/24.
7. Dina Kanta Das.
8. Partha P. Kalita — 03/05/24.

IQAC Meeting 103

15-02-2024

AGENDA

1. Preparation of IIQA and SSR

Proceedings

A meeting of IQAC was called today on 15.02.2024 at 11.00 A.M. at Principal's chamber. The agenda of the meeting i.e. Preparation of IIQA and SSR was enumerated by Dr. Pankaj Kumar Goga, Coordinator, IQAC. Dr. Sajita Chetia, the Principal who presided over the meeting asked all the faculty members to contribute to the early submission of IIQA and SSR. She told the faculty members that the preparation of SSR is underway, and hence everyone must submit their criteria works early. IQAC Coordinator Dr. Pankaj Kumar Goga informed the attendees about the submission of 2022-2023 AQAR on 30th December, 2023 and since then IQAC has been meticulously preparing the SSR. He further informed that on tentative completion of the SSR the process of IIQA would be initiated. The teachers present for the meeting expressed their satisfaction over the progress of IQAC work and reiterated their commitment to extend their full cooperation to its works. Dr. Pankaj Kumar Goga, Coordinator, IQAC.

15/02/2024

(Dr. Sajita Chetia)
Principal & Chairperson, IQAC

Principal
DIGBOI MAHILA MAHAVIDYALAYA

15.02.2024

(Dr. Pankaj Kumar Goga)
Coordinator, IQAC

Coordinator, IQAC
Digboi Mahila Mahavidyalaya

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15-02-2024

Signatures:

1. Dr. Sanjiti Chetri, Principal & Chairperson, IQAC — Chetri 15/02/2024
2. Dr. Jahirul Kalita, Vice-Principal — 15/02/24
3. Dr. Pankaj Kumar Gogoi, Coordinator, IQAC — 15.02.2024
4. Kiran Terbunpa — 15.02.2024
5. Kalpana Chetri — 15/02/2
6. A. F. ND Marak — 15/2/24
7. Dr. Jhuma Borthakur — 15/02/2024
8. Nitumani Bardaloi — 15/2/2
9. Ruma Paul.
10. Ranjita Saikia — 15/2/24
11. Jilottoma Gogoi
12. Pulul Borah — 15/2/24
13. Ashim Chetri — 15/02/2
14. Ms. Manjuma Sonowal. — 15/2/24
15. Smita Gogoi. — 15/02/24
16. Dr. Preety Doulboruah — 15/2/24
17. Ratnadip Purkayastha. — 15/02/24
18. Pulak Gogoi — 15/02/2024
19. Manik Keech

ATA JAYCNARAM A.JHAN

IQAC Meeting

/D.5

03-05.2024

AGENDA

Assam Higher Education Departmental letter, Current SSR, Committees Reports, No. of Computers, Parents-Teachers Meeting, Add On. Course and Student's Enrolment.

Proceedings —

A crucial meeting of IQAC was convened today on 03-05-2024 at 11.00 A.M at college auditorium. The meeting was also attended by Chairman, Governing Body and non-teaching staff apart from the Principal, IQAC coordinator and the teaching staff. The agenda included Assam Higher Education Departmental letter 1/503506/2024 ECF NO 344984/42 dated 16th March, 2024, Current SSR, Current AQAR, Committees Reports, No. of computers, Parents-Teachers' Meeting, Add-on Course, commence stream and student's enrolment. The meeting was presided over by Dr. Sanjita Chetia, the Principal and anchored by Dr. Pankaj Kumar Gogoi, Coordinator, IQAC. Dr. P.L. Gogoi briefed everyone about the progress of current SSR and AQAR and other issues of the agenda and asked everyone's cooperation in time for smooth completion of the NAAC process. Dr. Sanjita Chetia, Principal, talked about the gravity of the AHE letter and asked everyone to be sincere in NAAC process. Mrs Bakhinandar Gogoi told everyone to be active in NAAC process and warned of action in case of negligence. The meeting discussed about the requirement of increase in current degree and higher secondary seats from their current strength and everyone agreed to the increase of the seats and opening of commerce stream. The teachers also raised some relevant issues on course, computers and parents-teachers meeting. The meeting came to an end with cheerfully vote of thanks by Dr. P.L. Gogoi and resolved to work for NAAC with enthusiasm.

Chetia 03/05/2024
(Dr. Sanjita Chetia)
Principal & Chairperson, IQAC
Principal
DIGBOI MAHILA MAHAVIDYALAYA

03.05.2024
(Dr. Pankaj Kumar Gogoi)
Coordinator, IQAC
Coordinator IQAC
Digboi Mahila Mahavidyalaya

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IQAC Meeting

03 - 05 - 2024

People Present

1. Lakhinandan Gogoi — President — 03/05/24
2. Dr. Sanjib Chetri — Principal — 03/05/2024
3. Dr. Jamir Kalita — Vice. Principal — 03/05/24
4. Dr. Pankaj Kumar Goswami — Coordinator, IQAC
5. Dr. Preety Doulboruah — 3/5/24
6. Jilottoma Gogoi — 3.5.24
7. Urmi Sharma — 3/5/24.
8. Ranjita Saikia — 3/5/24
9. Dr. Jhuma Borthakur — 3/5/24 — 03/05/24
10. Dr. Nitamoni Bangalai
11. Manjima Sonowal — 3/5/24
12. Ishani Senapati — 3/5/24.
13. Dr. Sunita Rani Saikia — 3.5.24
14. Kiran Tenoupi — 03-05-24
15. Purna Paul — 03/05/24
16. Kalpana Chetri — 03/05/24
17. Smita Gogoi — 03/05/24
18. Ashim Chetri — 05.05.24
19. A. F. Md Malik — 03/05/24
20. R. Pushpamitra — 03/05/24
21. Manik Urang — 3/5/24
22. Pulak Gogoi — 03/05/24
23. Pinku Roy — 3.4.24
24. Sanjib Dutta — 03/5/24
25. Pujal Borah — 03/5/24
26. Dr. Mridusmita Dutta — 3/5/24
27. Ankita Saikia — 3/5/24
28. Dr. Minakshi Hazarika — 3/5/24

Signature of non-teaching Staff:

1. Dipika Das — 03/05/2024
2. Annanya Barman — 03/05/2024
3. Satabdi Raibanshi — 03/05/24
4. Mamoni Das — 3/5/2024
5. Pinan Dowari — 03/05/24
6. Biplab Sheal — 03/05/24.
7. Bina Kanta Das. — 3.5
8. Partha P. Kalita. — 03/05/24.