

Meeting, IQAC

Date: 07-09-2021

Minutes:

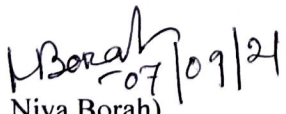
Agenda:

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

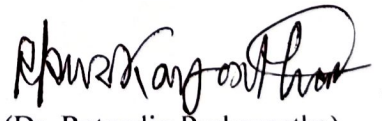
NAAC meeting held on 07-09-2021 at teacher's common room on the foregoing agenda reached the following conclusions:

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.


(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

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.Ratnadip Purkayastha. The meeting witnessed the discussion on the items of the agenda.


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

Meeting, IQAC

Date: 05-03-2022

Minutes

A meeting of IQAC, Digboi Mahila Mahavidyalaya is convened at Principal's Chamber on 05-03-2022. The meeting is chaired by the Principal Dr. Sanjita Chetia. The rationale of the meeting i.e., "The Current Status of the College IQAC", is enunciated by the newly appointed Coordinator of IQAC Dr. Pankaj Luchan Gogoi. The meeting, after having thorough discussion, has decided on the following issues:

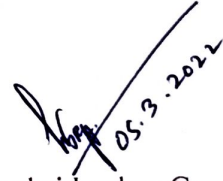
1. Preparation of Academic Calender
2. Preparation of two previous IQAC meetings' Proceedings
3. No change in the existing committees of IQAC
4. Review to be done on submitted AQAR (2020-2021)
5. Updation of college website
6. Students' Satisfaction Survey to be done
7. Registration of College Alumni Association

People Present:

1. Dr. Sanjita Chetia, Principal & Chairperson IQAC
2. Dr. P.L.Gogoi, Coodinator, IQAC
3. Dr. Ratnadip Purkayastha, Member
4. Dr. Pintu Roy, Member
5. Mr. Sanjib Dutta, Member


05/03/2022

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya


05.3.2022

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

Principal
Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Meeting, IQAC

Date: 08-04-2022

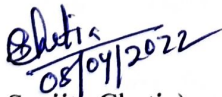
Minutes

A meeting of the Convenors of the Seven Criteria of IQAC, Digboi Mahila Mahavidyalaya is convened at Principal's Chamber on 08-04-2022. The meeting is chaired by the Principal Dr. Sanjita Chetia. The rationale of the meeting i.e., "The Expediting the Works of the College IQAC", is enunciated by the Coordinator of IQAC, Dr. Pankaj Luchan Gogoi. The meeting, after having thorough discussion, has decided on the following issues:


1. Hard copies and soft copies of each criterion are to be given to the convenor concerned.
2. Given the change in format, new SSR to be obtained from Digboi College.
3. Progress Report to be obtained from each criterion committee after a month.
4. No overlapping of work in Academic Calendar.
5. Criteria IV- Internal Audit to be obtained within short time for the financial year 2021-2022.
6. Replacement of canteen man.
7. Provision of smart class.
8. Holding Mentor-Mentee Workshop.
9. Problems of staff and information in library to be addressed.

People Present:

1. Dr. Sanjita Chetia, Principal and Chairperson, IQAC
2. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
3. Mr. Sanjib Dutta, Convenor, Criterion-I
4. Mrs. Urmi Sharma, Convenor, Criterion - II
5. Mrs. Ranjita Saikia, Convenor, Criterion- - III
6. Dr. A.K. Jha, Convenor, Criterion - IV
7. Mrs. Tilottama Gogoi, Convenor, Criterion - V
8. Dr. Pintu Roy, Convenor, Criterion - VI
9. Dr. Jhuma Borthakur, Convenor, Criterion - VII


(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


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

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Meeting, IQAC

Date: 18-05-2022

Minutes

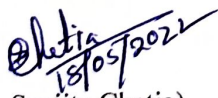
A meeting of IQAC, Digboi Mahila Mahavidyalaya is convened at Principal's Chamber on 18-05-2022. The meeting is chaired by the Principal Dr. Sanjita Chetia. The rationale of the meeting i.e., "Submission of Individual Criterion Report to IQAC" is enunciated by the Coordinator of IQAC Dr. Pankaj Luchan Gogoi. The meeting witnessed the discussion on the following issues:

1. Mr. Sanjib Dutta, Convenor of Criterion I has informed the meeting the following things:
 - i) The record of students will be procured from Criterion II after the later is completed.
 - ii) There is the requirement of Students Feedback.
 - iii) No student data on Add-on-Course so far. To this, the Principal suggested that there should be enrollment on at least one course early.
2. Mrs. Urmi Sharma, Convenor of Criterion II has informed the meeting the following things:
 - i) No data available on category (Gen/OBC/ST/SC etc.). Google Forms thereto will be given to the students for the procurement of the data.
 - ii) Regarding Metric 2.2.2 (Student-Full Time Teacher Ratio), the earlier report will go.
 - iii) Regarding Metric 2.3.3 (Ratio of Mentors to Students), no work has been done so far.
 - iv) Regarding Metric 2.6.3(Pass Percentage of Students during the year), 5 years data thereof to be collected and updated
 - v) Regarding Metric 2.7.1(Student Satisfaction Survey on overall institutional performance), Mrs. Manjuma Sonowal, a member of criterion II, is to be consulted as she is preparing the questionnaire thereto.
3. Mrs Ranjita Saikia, Convenor of Criterion III has informed the meeting the following things:
 - i) Regarding Metric 3.1.1 (Grants received from Government and non-Government agencies for research projects/endowments during the year), no grant received.
 - ii) Regarding Metric 3.3.3 (Number of Extension and Outreach Programmes Conducted by the Institution through NSS/NCC/Red Cross/YRC), data not found.
 - iii) Regarding Metric 3.3.4 (Number of Students Participating in Extension activities), data not found.
4. Dr. A. K. Jha, Convenor of Criterion IV has informed the meeting the following things:
 - i) Attendance Register of Teachers in Library till 30th June, 2022 is to be procured.
 - ii) There is the requirement of Audit Reports on Infrastructure and Library.
5. Mrs. Tilottama Gogoi, Convenor of Criterion V has informed the meeting the following things:
 - i) Regarding Metric 5.1.2 (Number of Students Benefitted by Scholarship, Freeships etc. Provided by the Institution and Non-Governmental agencies), data on 6th Semester students not available. No student has received assistance from Teachers' Benefit Fund.


- ii) Regarding Metric 5.1.3 (Capacity Building and Skill Enhancement Initiatives viz., Soft Skills, Language and Communication Skill, Life Skills, (Yoga, Physical Fitness, Health and Hygiene), ICT/Computing Skills) only Yoga done at college.
6. Dr. Pintu Roy, Convenor of Criterion VI has informed the meeting the following things:
Regarding Metrics 6.2.3 (Implementation of E-Governance), 6.3.1 (Effective Welfare measures for the Teaching and Non-Teaching staffs), 6.3.2 (Financial Support to Teachers for Attending Conferences/Workshop etc.), 6.3.3 (Number of Professional Development/Administrative Training Programmes for Teaching and Non-Teaching staffs), 6.4.2 (Funds/Grants received from Non-Government Bodies, Individuals, Philantropers), 6.4.3 (Institutional Strategies for Mobilization of Funds and Optimal Utilization of Resources), 6.5.3 (Quality Assurance Initiatives of the Institution), a lot more is to be done and updated.
7. Dr. Jhuma Borthakur, Convenor of Criterion VII has informed the meeting the following things:
i) Regarding Metrics 7.1.2 (Institutional Facilities for Alternative Sources of Energy and Energy Conservation Measures), 7.1.4 (Water Conservation Facilities) 7.1.5 (Green Campus Initiatives), 7.1.6 (Quality Audits on Environment and Energy) 7.1.7 (Disable Friendly Measures), 7.1.9 (Sensitization of Students and Employees to the Constitutional Obligations), a lot more to be done.

People Present:

1. Dr. Sanjita Chetia Principal and Chairperson, IQAC
2. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
3. Dr. Ratnadip Purkayastha, Ex—Coordinator, IQAC
4. Mr. Sanjib Dutta, Convenor, Criterion I
5. Mrs. Urmi Sharma, Convenor, Criterion II
6. Mrs. Ranjita Saikia, Convenor, Criterion III
7. Dr. A. K. Jha, Convenor, Criterion IV
8. Mrs. Tilottama Gogoi, Convenor, Criterion V
9. Dr. Pintu Roy, Convenor, Criterion VI
10. Dr. Jhuma Borthakur, Convenor, Criterion VII


(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


(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
07-09-2021	<ol style="list-style-type: none">1. Discussion on submission of AQAR for the session 2020-212. Future planning (with reference to the G.B. meeting held on 23-08-2021)3. Discussion on various Committees' reports and their upgradation4. Numbering of the various item with fund details5. Online class and online feedback	Preparation of AQAR, 2021 expedited . Future Planning with reference to the G.B. meeting 23-08-2021 figured out. Various committees' reports taken care of, various items with fund details done, online classes held and online feedback taken as well.

N. Borah
07/09/21

(Dr. Niva Borah)

Principal I/C **Principal**
Digboi Mahila Mahavidyalaya

Digboi Mahila Mahavidyalaya

Ratnadeep Purkayastha

(Dr. Ratnadeep Purkayastha)

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

ACTION TAKEN REPORT

Date	Agenda of the Meeting	Action Taken Report
29-11-2021	<ol style="list-style-type: none">1. Review of the preparation for submission of AQAR for the session 2020-212. Discussion regarding new IQAC 7 criteria committee and new co-ordinator3. Approval of the draft AQAR 2020-214. Various career counseling programme /philosophical counseling introduction of new courses (idea from new teacher)	AQAR, 2021 reviewed and approved. Dr. Pankaj Luchan Gogoi, Assistant Professor of English unanimously selected as the new IQAC Coordinator owing to the resignation of Dr. Ratnadeep Purkayastha from the post due to health reason. Measures taken for the introduction of new courses i.e., add-on courses.

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

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

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

ACTION TAKEN REPORT

Date	Agenda of the Meeting	Action Taken Report
05-03-2022	"The Current Status of the College IQAC"	Academic calendar prepared, proceedings of two previous IQAC meetings prepared, no change made in present IQAC committees, submitted AQAR reviewed, college website updated, students satisfaction survey done and the alumni association of the college registered under Registration of Societies Act xxi, 1860 on 30-04-2022



(Dr. Sanjita Chetia)

Principal

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya



(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
08-04-2022	"The Expediting the Works of the College IQAC"	College IQAC works expedited. Canteen man replaced. Self-Help-Group "Pragati" is given the ownership of the canteen.



(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
18-05-2022	"Submission of Individual Criterion Report to IQAC"	Problems relating to the preparation of the of Individual Criterion Report to IQAC are discussed and addressed accordingly.



(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