



Meeting IQAC

Date: 15-02-2024

Minutes

A meeting of IQAC was called today on 15.02.2024 at 11.00 A.M. Principal's chamber. The meeting was chaired by the Principal and its agenda "Preparation of IQA and SSR" was enunciated by Dr. Pankaj Luchan Gogoi, Coordinator, IQAC. The meeting transacted the item of the agenda in great detail and came to the following conclusions:

- (i) All the criteria committees resolved to extend full cooperation in providing required data of their individual criterion early for the timely submission of IQA and SSR.
- (ii) All the faculty members expressed their readiness to extend full cooperation in any activity for the completion of the process.

People Present:

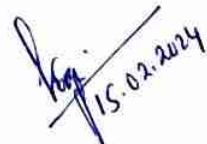
1. Dr. Sanjita Chetia, Principal & Chairperson, NAAC
2. Dr. Jovial Kalita, Vice Principal
3. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
4. Kiran Teronpi
5. Kalpana Chetri
6. A.F.Md Malik
7. Dr. Jhuma Borthakur
8. Nitamoni Bordoloi
9. Ruma Paul
10. Ranjita Saikia
11. Tilottama Gogoi
12. Putul Borah
13. Ashim Chetia
14. Ms. Manjuma Sonowal
15. Smita Gogoi
16. Dr. Preety Douloruah
17. Ratnadip Purkayastha
18. Pulak Gogoi
19. Manik Kouch


(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



IQAC MEETING

Minutes

Date -03-05-2024

A meeting of all the teaching and non-teaching staff of the college was called today on 03-05-2024 at college auditorium by IQAC today at 11:00 am. The meeting was presided over by Dr. Sanjita Chetia, the Principal and was attended by Mr. Lakhinandan Gogoi, the President, Governing Body and members of teaching and non-teaching staff. The rationale of the meeting included Assam Higher Education Department Letter (1/503506/2024) ECF No 344984/42 dated 16th March 2024) Current SSR, Current AQAR Committees Reports, No. of Computers, Parents Teachers Meetings, Add-on-Courses, Commerce Stream and students enrolment.

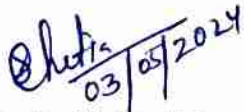
The items of the agenda were discussed threadbare and everyone came to the following conclusion:

- (i) No laxity on the parts of the members on the works of NAAC will be entertained by the college authority.
- (ii) Current SSR competition process will be expedited and remaining data will be provided by the members.
- (iii) All the committees and subcommittees of the college will submit their reports early
- (iv) Actual number of computers of the college will be counted by a task force to be formed by the Principal
- (v) Parents-teachers meeting will be held soon and onus is given to Parents-Teachers' Association
- (vi) Enrolment in add-on –courses will be increased
- (vii) Students' strength in B.A. 1st semester will be increased from next academic session.

People Present

1. Lakhinandan Gogoi, President
2. Dr. Sanjita Chetia, Principal & Chairperson, NAAC
3. Dr. Jovial Kalita, Vice Principal
4. Dr. Pankaj Luchan Gogoi, Coordinator, IQAC
5. Kiran Teronpi
6. A.F.Md Malik
7. Dr. Jhuma Borthakur
8. Dr. Nitamoni Bordoloi
9. Dr. Preety DoulBoruah
10. Tilottama Gogoi

11. Urmil Sharma
12. Ranjita Saikia
13. Manjuma Sonowal
14. Ishani senapati
15. Dr. Smita Rani Saikia
16. Ruma paul
17. Kalpana Chetri
18. Smita Gogoi
19. Ashim Chetia
20. Ankita Saikia
21. R. Purkayastha
22. Manik Kouch
23. Pulak Gogoi
24. Pintu Roy
25. Sanjib Dutta
26. Putul Borah
27. Dr. Mridushmita Dutta
28. Dr. Minakshi Hazarika


03/05/2024

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


03.05.2024

(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
15-02-2024	Preparation of IIQA and SSR	IIQA submitted on 13-06-2024 and SSR completion process fast tracked.

Chetia
28/06/2024

(Dr. Sanjita Chetia)
Principal
Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

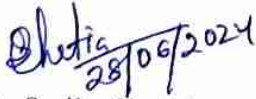
P. Gogoi
28.06.2024

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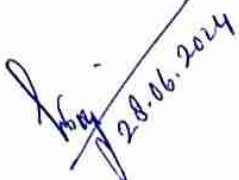


Action Taken Report

Date	Agenda of the Meeting	Action Taken Report
03-05-2024	<ol style="list-style-type: none">1. Assam Higher Education Departmental Letter : 1/503506/2024 Ecf No 344984/1422. SSR completion process3. Reports of committees and sub-committees4. No. of Computers5. Parents-Teachers' Association's Meeting6. Enrolment in Add-on – Courses7. Strength of seats in B. A. 1ST Semester	<p>Everybody resolved to work for NAAC</p> <p>Members of teaching and non-teaching staff have taken part actively in SSR completion process</p> <p>Submission of reports of committees and sub-committees have been underway</p> <p>A task force to count the number of computers was formed and submitted the report on the number of computers</p> <p>The meeting of Parents-Teachers' Association was held on 09-04-2024</p> <p>Students are sensitized on add-on-courses in mentor-mentee forums</p> <p>Strength of seats in B. A. 1ST Semester has been increased</p>


(Dr. Sanjita Chetia)
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