

## 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. 2<sup>nd</sup> 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. 2<sup>nd</sup> year, BA 3<sup>rd</sup>, 5<sup>th</sup> and BA 1<sup>st</sup> 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

## 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.



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Digboi Mahila Mahavidyalaya

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Coordinator, IQAC,  
Digboi Mahila Mahavidyalaya

**Co-ordinator**  
IQAC  
Digboi Mahila Mahavidyalaya

## 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.



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**Co-ordinator**  
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## 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.

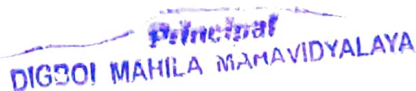
The co-ordinator explained the purpose of the meeting. In this speech he says that due to Covid-19 students are staying at home as per Govt. COVID protocol hence it is difficult to communicate with them regarding various issues. To make them acquainted with the college, college rules, student involvement 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 in 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.



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Co-ordinator  
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## Minutes of the meeting held on 24/04/2021

Time: 1.00 PM

Venue: IQAC ROOM

### Agenda

1. H.S 2<sup>nd</sup> 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. 1<sup>st</sup> 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  
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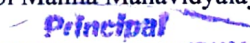
  
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Date	Agenda of the meeting	Action taken report
09/07/2020	New admission for the session 2020-21	New admission committee formed and action taken accordingly. Admission committee meeting was held on 22/07/2020
	Online class & online induction meeting	Online class started as per decision. Online induction meeting held on 24-08-2020
	Webinars	A total number of 17 Webinars are organised by various departments in association with IQAC, out of 17 only 3 exclusively under the banner of IQAC and 1 by NSS unit of the college.

  
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Date	Agenda of the meeting	Action taken report
01/09/2020	AQAR 2019-20 submission	AQAR 2019-20 submitted in the month of Dec 2020.
	Progress of RUSA activities	More than 70% of the renovation work completed.
	IQAC committee reshuffle	Criteria conveners were inducted in the committee.



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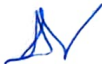
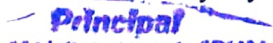
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Date	Agenda of the meeting	Action taken report
24/11/2020	University and College Examination	Committee for the same was formed for conduction of examination in online mode and online-offline blended mode.
	Organize various programme by NSS and Women's Cell of the college	Various programmes organised viz., Constitution Day on 26-11-2020 (NSS), Campus Cleaning on 15-02-2021 (NSS), Blood Donation on 14-06-2021 (NSS), Awareness Programme on Women Issues 06-02-2021 (Women Cell) Webinar on Cancer Prevention and Healthy life style 15-02-2021 (NSS).
	Research activities	Department of Home Science and Education and Dr. Manik Konch from department of Philosophy submitted new research proposals for the next academic session.
	Prize distribution of literary competition held during Covid-19 lockdown period on 08/06/2020.	Prize distribution held on 14-12-2020.
	Awareness programme on Covid 19 pandemic	Distribution of mask on 08-03-2021 (NSS), Prize money Speech competition on the occasion of World Environment Day on 05-06-2021 on "Covid 19 and impact on environment", three webinars organised (i) "Covid -19: The Impact and Role of Mass Media during the Pandemic" (17-08-2020), (ii) Health and Wellbeing concern during Covid 19 Pandemic (14-08-2020) and (iii) Covid 19 Lesson to look Mother Nature Ethically (24-07-2020).



  
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Date	Agenda of the meeting	Action taken report
23/02/2021	Parent Teacher meet	Parent-Teacher Meet organised on 07-03-21
	Book release	Three books viz., <i>Ethnicity and Cultural Identity in Northeast India</i> , <i>Bastav</i> and <i>Batayan</i> released on 20-03-21
	D.C DebSarmah memorial Lecture	Mr.Jayanta Madhav Bora delivered lecture on the occasion
	University Examination.	University Examination conducted during the month of March 2021

  
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Date	Agenda of the meeting	Action taken report
24/04/2021	H.S 2 <sup>nd</sup> yr Examination.	Conduction committee for H.S. 1 <sup>st</sup> year and final year examination was formed.
	Admission process 2021-22	For smooth running of online admission Dr. P. Roy and Mr. S. Dutta was given the responsibility
	Reshuffle of IQAC	Dr. D. Goswami Principal In charge is ex-officio chairman of IQAC and outgoing Principal D. Arun Chandra Sarmah was appointed as the advisor of IQAC .
	World environment day celebration	Online Prize money speech competition held on "Covid 19 and the Impact on Environment"
	International Yoga Day celebration	International Yoga Day celebrated on 21-06-21. The Principal, teaching staff and about 85 students participated online Yoga session.
	Extension activities.	Blood donation was arranged by the NSS team of our college on 14-06-2021

  
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