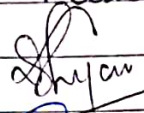
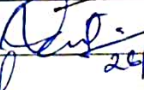
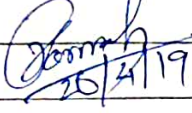
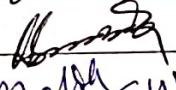
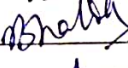
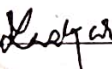


Agenda of today's meeting held on 26th April, 2019

- ① Decision/Opinion on the sub-committee formed by IQAC
- ② Finalize the feedback form
- ③ Future Course of Action
- ④ Any other matters.

Signature of Members Present:

- (i)  26/4/19
- (ii)  26/4/19
- (iii)  26/4/19
- (iv) M. Bagchi 26/04/19.
- (v) G. Ghoshwami. 26/04/2019
- (vi) Meeta 26.4.2019 (Manisha Dutt Hazarika)
- (vii)  26/4/19 (Sankar Chakraborty)
- (viii)  26/4/19 (Suresh Bhattacharya)
- (ix) Aniruddha (Sub) (ANIRUDDHA DUTTA)
- (x) G. G. (LOHIT SAIKIA) 26/4/2019
- (xi)  26/4/19

Minutes of the meeting:

→ The first meeting of the IQAC core committee was convened on 26/4/19. The first agenda of the meeting was to discuss about the various sub-committee formed by IQAC. It was agreed that since a few names were left out in the first list, the second list should include them.

→ A tentative feedback form was formed with

Some changes made in the earlier students' appraisal of teachers. It was circulated among the core committee members which was then further approved.

→ The SSR submitted during the 3rd cycle of NAAC assessment was taken up for discussion so that the areas in which the college scored less marks could be amended. At the same time, those areas in which the college scored good marks could be further enhanced or maintained. In this regard, certain future plans were discussed at least on a yearly basis.

→ One of the issues taken up for discussion was the composition of IQAC which will include all stakeholders according to the latest notification of NAAC. In this regard, the core committee members proposed a few names for each category and a tentative list was prepared. The final list of the stakeholders is subject to approval by the concerned members.

Action Taken Report:

(1) It was resolved that the feedback from the students will be collected online. Since the technical setup required for online collection of feedback is not in place, this year the feedback will be collected on paper. From the next year onwards, feedback will be collected online.

(2) The following names were recommended as stakeholders for the IQAC committee and they will be incorporated into the committee as and when they give their consent:

(a) Management Members: Mr. Jyoti Prasad Gauri

(b) Administrative Officers: Dr. G. D. Goswami
(Vice-Principal), Bikash Baruah, Surejit Bhattacharya

(c) Local Society Nominee: Dr. K. M. Bhagwati,
Gandhi Nagar, Dibrugarh

(d) Alumni Nominee: Lovita Sachoni, PRO,
BCPL, Dibrugarh

(e) Students Nominee: President, MDKGSU.

(f) Employer's Nominee: Prof. Ajanta Kowar,
Dibrugarh University

(g) Industrialist: Dr. Nazrana Ahmed, Dibrugarh

(h) Stakeholder Member: Mr. Anagjyoti Boruah
(Guardian Member)

(3) It was resolved that an IQAC WhatsApp
group will be formed for future
communication among the stakeholders.

(4) It was resolved that atleast two workshops
will be done within a short time frame
preferably on CBCS and IPR.



Co-ordinator
IQAC
MDKG College
Dibrugarh



IQAC meeting with ICT Academy

Date: 30th January, 2020

Proceedings of the IQAC meeting with ICT Academy


An IQAC meeting with ICT Academy of Assam branch was held on 30th January, 2020 in room no.1. in the college. The meeting was held under the aegis of IQAC of the college. Dr.Utpal Sut, IQAC coordinator extended warm welcome to all the members present in the meeting and Dr. Sut stated the agenda of the meeting. The sole agenda of the meeting was to discuss about the conducting of programmes by ICT academy in the college. Mr.Narendra Kumar of ICT academy was requested to present the project of their academy in the meeting. Accordingly Narendra Kumar presented the project of ICT academy and the members of the meeting found the presentation interesting and fruitful. Narendra Kumar cleared the doubts as raised by the members in the meeting.

Resolution: The following resolution was adopted in the meeting.

Resolved that the feedback of Members of the meeting on the presentation of ICT academy be sent to the Principal for its implementation.

The meeting was ended with vote of thanks offered by the IQAC coordinator to all the members present in the meeting.

Action taken: Feedback of members of the meeting is already sent to the college authority for implementation.



(Dr. Utpal Sut)

Co-ordi.
IQAC
MDKG Collee.
Dibrugarh

IQAC Coordinator, MDKG College

Members Present in the
Presentation of ICT Academy under
the aegis of BAC

Sr. No.	Name	Signature	Date
	Narendra Kumar.	N. Kumar	30/01/2020
1	Arunam Singh	Arunam Singh	30/01/2020
2	Rupali Kishor	Rupali Kishor	30/01/2020
3	Barnali Naiti Dowerah	Barnali Naiti Dowerah	30/01/2020
4	Purnima Leikha	Purnima Leikha	30/01/2020
5	Sukanya B. Chakraborty	Sukanya B. Chakraborty	30/01/2020
6	Rajjyoti Choudhary	Rajjyoti Choudhary	30/01/2020
7	Polly Sarkar	Polly Sarkar	30/01/2020
8	Banani Das	Banani Das	30/01/2020
9	Mamika D. Hazarika	Mamika D. Hazarika	30/01/2020
10	Mandira B. Sarbia	Mandira B. Sarbia	30/01/2020
11	Rohit Dutta	Rohit Dutta	32/1/2020
12	Sumanita Bora	Sumanita Bora	30/1/2020
13	Indrani Sen Gupta	Indrani Sen Gupta	30/1/2020
14	Sanghamita Saikia	S. Saikia	30/1/2020
15	Bonani Saikia	Bonani Saikia	30/1/2020
16	Nipon Nayak	Nipon Nayak	30/1/2020
17	Nayana Jyoti Sarmah	Nayana Jyoti Sarmah	30/01/2020
18	Achhej Kousar	Achhej Kousar	30/01/2020
19	Pratima Gohain	Pratima Gohain	30/01/2020
20	Montu Rajee	Montu Rajee	30/01/2020
21	Utpal Dut	Utpal Dut	30/01/2020

25

30

35

Agenda of the meeting held on 4/3/2020.

- (1). Nomination of the names of persons to form the Academic & Administrative audit committee (Both Internal & External)
- (2). ISO-certification of computer lab and library.
- (3). Formation of IPR cell & incubation centre
- (4). Introduction of soft-skill programme
- (5). Creation of database for student satisfaction survey
- (6). Holding of work-shops for New teaching staff.
- (7). Establishment of Social Responsibility Cell to streamline the extension activities.
- (8). Workshop on Industry-Academia, innovation practices.
- (9). Any other

Signature of Members present :

(i). N. N. N. 4/3/2020

(ii). G. Ghoshwami 04-03-2020

(iii). ~~...~~ 04/3/2020

(iv). M. Rajeev 04/03/2020.

(v). Surojit Bhattacharyya. 04/03/20

(vi). Anindha Das 04/03/2020

(vii). Surojit Bhattacharyya

(viii). BIKASH BARNAL

(ix). Tadarajya Sarkar.

(x). Utpal Saha

Central

Minutes of the IQAC core committee meeting held on 4th March,2020 at office of the Principal
MDKG College, Dibrugarh

An IQAC core committee meeting was held on 4th March,2020 at the office of the Principal in presence of the following members.

1. Dr.Nibedita Phukan, Principal and Chairperson of the IQAC.
2. Dr.Utpal Sut,Co-ordinator, IQAC
3. Dr.Shekhar Chakraborty, Member
4. Dr.Moutushi Bagchi, Member
5. Mr.Aniruddha Dutta ,Member
- 6.Mr.Suresh Bhattacharyya, Member
- 7.Mr.Jadav jyoti Saikia, Member
- 8.Dr.Gayatri Devi Goswami, Member
- 9.Manisha Dutta Hazarika,Member
- 10.Surojit Bhattacharjee ,Member
- 11.Bikash Baruah,Member

The chairperson extended a warm welcome to all the members of the IQAC and requested Dr.Utpal Sut,coordinator, IQAC to proceed with the agenda items.

Agenda item

Item no.1. Discussion on formation of Committee on Academic and Administrative Audit:

The co-ordinator has brought notice of the honourable members of the IQAC committee that no academic and administrative audit has been carried out in the college till date. keeping in view the assessment and accreditation of NAAC ,the academic and administrative audit has become extremely essential. The members have agreed on the issue and have adopted the following resolution in this regard.



Resolution:

1. Resolved that the academic audit committee be comprised of the following members.

Academic Audit Committee:

1. Prof. Nagen Saikia
2. Prasenjit Goswami
3. Bishnu Khargoria
4. Prof. Aporba Konwar

2. Resolved that the administrative committee be comprised of the following members.

Administrative Audit Committee

1. Mr. Lohit Deka
2. Md. Syed Saddulla
3. Dr. Rina Ahmed
4. Dr. Indira Neog
5. Iqbal Ahmed
6. Dr. Igti Kapm Rahaman
7. Sanjib Kr. Bordoloi
8. Rekha Borgohain
9. Anuj Baruah

3. Resolved that proposed academic and administrative committee be approved by the governing body of the college

Item no.2. Discussion on ISO certification:

IQAC Coordinator has presented the need of ISO certification of computer lab and library which will provide more weightage to the college in NAAC and NIRF ranking. The members agreed with the Coordinator.

Resolution:

1. Resolved that authority be requested to explore the possibility of obtaining ISO certification for the lab and library of the college.
2. Resolved that discussion be with expert for cost effective ISO-certification.

[Handwritten signature]

Item no.3.**Formation of IPR Cell and Incubation centre**

The Coordinator, IQAC informed the esteemed members that the IPR cell should be formed to contribute towards quality enhancement of the college. The Coordinator also informed that an incubation centre should also be set up to mobilise resources. All the members agreed to set up an incubation centre. The members have discussed the issue and have adopted the following resolutions.

Resolution:

1. Resolved that an IPR cell be formed with the following members.

Co-ordinator: Mr.Anirban Singha

Members : Dr.Jogesh Das

Moon Moon Sarmah

Dr.Abilupta Padmanathan Gohain

Dr.Rupali Mazumdar

Rimpi Sarmah

2. Resolved that a day care centre and ATM be set up in the science block of the college for resource generation for the institution.

3. Resolved that space be provided ATM in right corner of the Arts block of the college.

4. Resolved that core committee of IQAC be given the responsibility to coordinate the matter of day care centre and ATM.

5. Resolved that permission for setting up day care centre and ATM in the college be approved by the governing body of the college.

Item no.4**Introduction of Soft-skill programme:**

The Coordinator has presented before the members of the meeting about the importance of introducing soft -skill programme in the college. The Chairperson has informed that national institute for excellence is interested to conduct coaching centre in the college.

Resolution:

1. Resolved that necessary arrangements be made by the authority to introduce the soft-skill programme in the college.



Item no.5.

Creation of database for student satisfaction survey

The Coordinator has presented the issue of creation of database for student satisfaction survey. All the members are agreed to keep departmental record of students for scholarship and other information. Mr.Surojit tells about the software which can be incorporated alumni students in the system automatically.

1.Resolution:

Resolved that students be reported to offer parents phone numbers and e-mail at the time of enrolment.

Item no.6

Workshops for Non-teaching staff:

The Coordinator emphasises on in-house training for non-teaching staff by administrative officers from DC office or University.

Resolution:

Resolved that workshops be organised by the authority for non-teaching staff of the college.

Item no.7.

Establishment of social responsibility cell

The Coordinator proposed the establishment of a social responsibility cell in the college to streamline the extension activities of the college. The members discussed the matter and the following resolution has been adopted in this regard.

Resolution:

1. Resolved that a social responsibility cell be established in the college for streamlining the extension activities of the college.

Item no.8.

Workshop on Industry-Academia, innovation practices:

The Coordinator has presented the issue of conducting workshop on Industry-Academia in the college. The chairperson has also proposed to contact OIL for workshop and training etc. for Physics department. The members have also discussed about internship in collaboration with departments like chemistry, Pharmaceutical Science etc. of Dibrugarh University.



Action taken report on the resolutions of the IQAC Core committee held on 4th March,2020

As per resolutions no.1 and 2..of item no.1 of the meeting of IQAC core committee held on 4th March ,2020, the process of taking approval from the Governing Body of the college is initiated.

As per resolutions no.1 and 2..of item no.2 of the meeting of IQAC core committee held on 4th March ,2020, the process for ISO certification is being initiated by the IQAC with discussion with the college authority.

As per resolutions no.1 of item no.3 of the meeting of IQAC core committee held on 4th March ,2020, the notification is issued by the Principal of the college regarding the constitution of IPR cell.

As per resolutions no.2,3,4and 5 of item no.3 of the meeting of IQAC core committee held on 4th March ,2020, the process of implementation is being forwarded by the IQAC with the discussion with the Principal of the college.

As per resolutions no.1 of item no.4 of the meeting of IQAC core committee held on 4th March ,2020, the process of taking approval from Governing body is going on.

As per resolutions no.1 of item no.5 of the meeting of IQAC core committee held on 4th March ,2020, Mr.Surojit Bhattacharjee, junior assistant in office of the college is given the responsibility to record the parents' phone numbers and students' e-mail ID at the time of admission of students in the college.

As per resolutions no.1 of item no.6 of the meeting of IQAC core committee held on 4th March ,2020, the process of conducting workshop for non-teaching is already granted by the college authority.

As per resolutions no.1 of item no.7 of the meeting of IQAC core committee held on 4th March ,2020, a social responsibility cell is constituted with Dr. Mandira Borthakur as the coordinator an Dr. Malina Basumatary,Banani Das,Bornali Nath Dowerah,Rajjyoti Gogoi,Mitali Sonowal and Sangita Gogoi as members of the cell.

As per resolutions no.1 of item no.8 of the meeting of IQAC core committee held on 4th March ,2020, process of conducting workshop with industry and Dibrugarh University is being initiated by the IQAC coordinator.


Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH


Co-ordinator
IQAC
MDKG College
Dibrugarh

Resolution:

1. Resolved that workshop be organised in collaboration with Industry and Dibrugarh University.

Item no.9.

Any other: Dr.Moutushi Bagchi has stated that Disciplinary Committee must be active for smooth functioning of academic activities in the college. All the members have agreed to establish strict disciplinary action against any violation of discipline.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the chair.



Dr.Utpal Sut Co-ordinator
Coordinator, IQAC
MDKG College
Dibrugarh



Dr.Nibedita Phukan Principal
Principal and Chairperson of IQAC
Kanoji Devi Girls' College
DIBRUGARH

MDKG College

Meeting of Curricular Committee

Sama Projects
Date 07/03/2020

Agenda of the meeting held on 07.03.2020.

- (1). Introduction of certificate or Diploma course
- (2). Introduction of value-added courses imparting life-skills
- (3). Initiation of field projects or internships for the Academic Year
- (4). Introduction & feedback from Teachers, employers and Alumni.

Signature of members present:

1. Dr. Nibedita Bhukan — Bhukan 7/3/2020

2. Dr. Utpal Snt — Snt 7/3/2020.

3. Dr. Adity Sainia — Sainia 7/3/20

4. Dr. Parvane Sainia — Sainia 7/3/2020

5. Dr. Abhishek P. Gohari — Gohari 7/3/2020.

IQAC Meeting with Members of Curricular aspects committee**Date: 7th March, 2020**

An IQAC meeting was held on 7th March, 2020 at the office of the Principal, MDKG College in presence of the following members.

Dr. Nibedita Phukan, Principal and chairperson of IQAC.

Dr. Utpal Sut, Coordinator, IQAC.

Dr. Adity Saikia, Member of Curricular aspect committee

Dr. Purnima Saikia, Member of Curricular aspect committee

Dr. Abilupta Padmanathan Gohain, Coordinator of Curricular aspects committee

Chairperson extended warm welcome to the members present in the meeting. Chairperson requested Dr. Utpal Sut to proceed with agenda items.

Agenda items**Item no.1.****Introduction of Certificate or diploma course**

IQAC Coordinator has presented the need of introducing certificate or diploma course in the college for the benefits of our students. Members of the meeting have agreed with the Coordinator. Dr. Abilupta Padmanathan Gohain, Coordinator of Curricular aspects committee has informed that proposal of diploma course or certificate course on career opportunities is being prepared by Dr. Jogesh Das, Coordinator of Career counselling and placement cell of the college. Chairperson has asked Dr. Gohain to submit the detail of the proposal to the authority for further action.

Resolution:

1. Resolved that proposal of diploma or certificate course prepared by Dr. Jogesh Das be submitted to the authority for scrutiny of diploma or course.
2. Resolved that the proposal prepared by Dr. Jogesh Das be placed in the Governing body for approval of the course.

Item no.2.**Introduction of Value added course imparting life skill**

IQAC Coordinator has placed the introduction of value added course in the college for quality enhancement of the college. All the members felt the need of introducing such programmes in the college to add value in quality enhancement of the college. Chairperson has informed that one such programme is being conducted by Dr. Rupali Mazumdar, Head of the department of Philosophy of the college. IQAC coordinator asked all the members whether the college authority need approval of Governing body or University to conduct such add on courses with complete authenticity.



Resolution:

1. Resolved that the value added course programme conducted by Dr.Rupali Mazumdar be approved by the Governing body or Dibrugarh University.

Item no.3.

Initiation of field projects or internship for the academic year

IQAC Coordinator has informed the members that initiation of field projects or internship for the academic year is absolutely essential for the greater benefits of the students of MDKG College. Members have agreed with the coordinator. Dr.Abilupta Padmanathan Gohain, Coordinator of curricular aspects committee has informed that field project is being conducted by the department of Geography of the college. IQAC coordinator has emphasised the initiatives of other departments of the college to conduct field projects as a part of experiential learning method. Chairperson emphasised to take initiatives by the department of chemistry and physics to do internship in industries available in Dibrugarh district and Dibrugarh University.

Resolution:

1. Resolved that the departments of chemistry and physics be requested to initiate the process for collaboration with industries and Dibrugarh University.

Item no.4.

Introduction of feedback from Teachers, employers and alumni.

IQAC Coordinator has informed that feedback is taken from students and parents but it is not taken from the teachers, employer and alumni of the college. Members have agreed with the coordinator. All the members have opined that the college authority may take feedback from teachers, employer and alumni of the college.

Resolution:

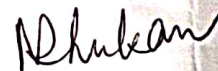
1. Resolved that feedback be taken from Teachers, employers and alumni of the college.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the chair.


Dr.Utpal Sut

Coordinator, IQAC

MDKG College
Co-ordinator
IQAC
MDKG College
Dibrugarh



Dr.Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College
Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH

Action taken report of on resolutions of the IQAC meeting with members of curricular aspects committee held on 7th March, 2020

As per resolution no.1 of item no.1, Dr. Jogesh Das was informed to submit the proposal of diploma or certificate course to the authority for consideration.

As per resolution no.1 of item no.2.,the proposal of value added course programme conducted by Dr.Rupali Mazumdar is prepared to send to the approval Governing body of the college.

As per resolution no.1 of item no.3., a letter is prepared to send to the HODs of chemistry and physics to initiate the process of collaboration with industries and Dibrugarh University.

As per resolution no.1 of item no.4., Dr. Shekhar Chakraborty, Coordinator of feedback committee is informed to take feedback from Teachers, employers and alumni of the college.



Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



Co-ordinator
IQAC
MDKG College/
Dibrugarh