

**IQAC MEETING WITH NON- TEACHING STAFF OF THE
COLLEGE**

AGENDA OF THE MEETING

DATE-19/05/2022

1. Introduction
2. Chair the meeting by the Principal Madam
3. Systematic arrangement of files (Both hard & Soft files)
4. Communication with DHE, University, AHSEC
5. Record of files
6. Systematic Management of work
7. Speech from chairperson
8. Vote of thanks

AD Shukla
19/5/2022

IQAC meeting with Non-teaching Staff of the College, 19/5/2022

Date: 19/5/2022

Signatures of members present:

- | | |
|--------------------------|-----------------------|
| 1. Nibedita Phukan | N Phukan
19/5/2022 |
| 2. Utpal Sait | Utpal 19/5/2022 |
| 3. Zubin Sait | ZS 19/5/22 |
| 4. Jonali Baserak | JB 19.5.2022 |
| 5. Pallali Das | P Das 19/5/2022 |
| 6. Prajit Gayen | |
| 7. Bidyut Borthakur | Borthakur |
| 8. Surojit Bhattacharjee | S 19/5/2022 |
| 9. Monika Sonowal | MS 19/5/22 |
| 10. Uday Kumar Yadav | Uday 19/05/22 |
| 11. Sudhansu Das | S Das 19/5/22 |
| 12. Sarat Bose | S Bose |
| 13. Pancha Pallab Dutta | P Dutta 19/05/22 |
| 14. Krishna Gogoi | KG 19/05/22 |
| 15. Krishna Gogoi | Gogoi 19/5/22 |
| 16. DIPAK KONCHAL. | D Konchal |
| 17. Dinkal Gogoi | Dinkal Gogoi |
| 18. Sarit Deb | S Deb |

MEETING DATE: 19-05-2022

TIME: 12 P.M.

IQAC MEETING WITH NON-TEACHING STAFF OF THE COLLEGE:

An IQAC meeting with the non-teaching staff of the college was held at 12 pm on 19th May, 2022 at the office of the Principal of MDKG College. At the outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

Item no.1. Systematic arrangement of files (Both hard copies and soft copies): IQAC Coordinator opined that systematic arrangement of both soft copy and hard copy were necessary for smooth functioning of the administrative activities of the college and members discussed the issue.

Item no.2. Communication with DHE, University, AHSEC: IQAC Coordinator suggested that office should communicate with DHE, University, AHSEC. The members discussed the issue.

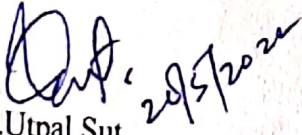
Item no.3. Record of files: The members discussed about recording of files in the office.

Item no.4. Systematic management of work: IQAC Coordinator said that systematic management of work could create a work culture among the employee of the college. The members appreciated the IQAC Coordinator. Dr. Nibedita Phukan, Principal of the college also emphasized the systematic management of work.

After discussion, the members adopted the following resolution.

Resolution no.1. Resolved that both hard copy and soft copy of office file be kept systematically by the office.

The meeting ended with vote of thanks from the chair.



Dr. Utpal Sut

IQAC Coordinator

MDKG College

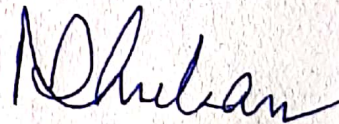
Dibrugarh

Co-ordinator

IQAC

MDKG College

Dibrugarh



Dr. Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College

Dibrugarh

Principal

Manohari Devi Kanol Girls' College

Dibrugarh



Date

IQAC MEETING WITH STUDENT UNION OF THE COLLEGE

Date-19/05/2022

1. Introduction
2. Chair the meeting by the Principal Madam
3. Participation in college activities
4. Systematic conduction of meeting
5. Maintain discipline in the college
6. Record of student union activities
7. Speech from the Chairperson
8. Vote of thanks

N. Subhan
19/5/2022

ISAC meeting with
Students Union

Signatures of members present:

1. Dr. Nibedita Phukan

N Phukan
19/5/2022

2. Dr. Utpal Sult

U Sult
19/5/2022

3. Anuradha Hazarika

A Hazarika
19/5/22

4. Priyankhi T. Boruah

Priyankhi
19-5-22

5. Ritika Kakoti

R K
19.5.22

6. Haripriya Bordoloi

H Haripriya
Bordoloi

7. Eman Gogoi

Eman Gogoi
19.5.22

8. Sebjani Saikia

Sebjani Saikia
19/05/22

9. Bharu Sonowal

Bharu Sonowal

10. Jashudepa Baruah

Jashudepa
19/05/22

11. Khusmita Saikia

Khusmita Saikia

12. Hemangini Gogoi

Hemangini Gogoi
19/5/22
19.5.22

MEETING DATE: 19-05-2022

TIME: 1 P.M.

IQAC MEETING WITH STUDENT UNION OF THE COLLEGE:

An IQAC meeting with the student union of the college was held on 19th May, 2022 at 1p.m. at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

Item no.1. Participation in college activities: IQAC Coordinator suggested that participation of students in college activities become essential for their mental and physical wellness of the students and suggested students union to take initiative. Student Union agreed with the Coordinator.

Item no.2. Systematic conducting of meeting: Dr. Nibedita Phukan, Principal of the college opined that systematic conducting of meeting reflected the sincerity and discipline of the students. Student Union agreed with the Principal Madam.

Item no.3. Maintain discipline in the college: Both IQAC Coordinator and Principal of the college suggested student union to maintain discipline in the college. Student Union agreed with the Principal Madam.

Item no.4. Recording of student union activities: The IQAC Coordinator advised the student union to record the student union activities with geotagged photos.

After discussion, the members took the following resolution.

Resolution no.1. Resolved that students Union activities be recorded by the student union.

The meeting ended with vote of thanks from the chair.

Dr. Utpal Sut

IQAC Coordinator

MDKG College

Dibrugarh

Co-ordinator

IQAC
MDKG College
Dibrugarh



Dr. Nibedita Phukan

Dr. Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College

Dibruga

Principal

Manohari Devi Kanol Girls' College

Dibrugarh