

IQAC Meeting with the Head of the Departments

Date: 29th April, 2022

Time : 3 pm

Room No.1.

Agenda of the meeting:

1. Welcome by IQAC Coordinator
2. Chair the meeting by the Principal and Chairperson of the IQAC
3. Topics of discussion:
 - a. Teaching plan
 - b. Teachers' Diary
 - c. Department meeting
 - d. Learning Outcome
 - e. Lecture series
 - f. Department Routine
 - g. Teaching Learning Resources
 - h. Attendance Record
 - i. Bridge and remedial measures
 - j. Question Banks, previous years papers
 - k. Academic activity and its planning
 - l. Result analysis
 - m. ICT enabled tools for effective teaching-learning process
 - n. Mentor-Mentee meeting records
 - o. Conducting of students seminars and record keeping
 - p. Department library and records of books
 - q. Information regarding Scholarships and Free ships availed by the students
 - r. Students progression, Placement, qualifying examinations
 - s. Group photo of Faculty members of the department
4. Speech by the Chairperson
5. Vote of thanks

N. Khan
29/4/2022

ISAC meeting with HODs

Members present

1. Nibedita Phukan
29/4/2022
2. Purnima Chytra
Phu 29/4/22
3. Utpal Snt
Utp 29/4/22
4. Manisha D. Hayankie
Man 29/4/22
5. Rupali Das
Rup 29/4/22
6. Sanani Das
San 29/4/2022
7. Dr. Malina Basumatary
Mal 29/4/22
8. Puspa Ganekhwa
Pus 29/4/22
9. Rimpi Samra
Rim 29/4/2022
10. Dr. Parnita Phukan
P. Ph 29/4/2022
11. Dr. Aditya Sainia
Adi 29/4/22
12. Dr. Balmi Hemdeyire
Bal 29/04/22
13. Dr. Sangeta Sainia
San 29/04/2022
14. Polly Sarkar
Pol 29/4/22
15. Sukanya B. Chalikha
Suk 29/4/22
16. Nayan Jyoti Sarma
Nay 29/04/22
17. Rajyoti Gogoi
Raj 29/04/2022
18. Dr. Rohit Sarma
Roh 29/4/22
19. Dr. Shikhar Chakraborty
Shi 29/4/22
20. Houshu Beecher
Hou 29/4/22
- 21.

MEETING DATE: 29TH APRIL, 2022
IQAC MEETING WITH HEADS OF THE DEPARTMENT

An IQAC meeting with Heads of the Department of the college was held on 29th April, 2022 in room no.1. of arts block of MDKG College. At the very outset, Dr. Utpal Sut, IQAC Coordinator of the college extended his heartfelt welcome to the members present in the meeting and stated the objective of the meeting. Thereafter, Dr. Sut requested to Dr. Nibedita Phukan, Principal of the College to chair the meeting. Accordingly, Dr. Phukan chaired the meeting and suggested the IQAC Coordinator to go with the agenda.

Item no.1. Dr. Utpal Sut, IQAC Coordinator of the college placed the issues like teaching plan, teachers diary, department meeting, learning outcome, lecture series, department routine, teaching learning resources, attendance record, Bridge and remedial measures, question banks, previous years question papers, academic activity and its planning, result analysis etc. before the Heads of the department. The members of the meeting elaborately discussed the issues.


Item no.2. The IQAC Coordinator of the college again placed the issues like ICT enabled tools for effective teaching learning process, mentor-mentee meeting records, conducting students seminar and record keeping, department library and records of books, information regarding scholarships and freeships availed by the students, students progression, placement and qualifying examination, group photo of faculty members of the department. The members of the meeting discussed the issues.

After discussion following resolutions were adopted in the meeting.

Resolution No.1. Resolved that bridge and remedial classes be displayed in the class routine by the routine committee of the college.

Resolution no.2. Resolved that records of books of department library be kept systematically by the Heads of the department.

The meeting ended with the vote of thanks from the chair.

 30/4/2022

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

