

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 Non-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). Whubam 4/3/2020
- (ii). G. Goswami 04-03-2020
- (iii). ... 04/3/2020
- (iv). V. Bagchi 04/03/2020.
- (v). Suresh Chandra... 04/03/20
- (vi). Shrimadha... 04/03/2020
- (vii). Surojit Bhattacharya
- (viii). Bikash Barua
- (ix). Tadajyoti Sarkar
- (x). Utpal Saha

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.Gayatry 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.



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
MDKG College

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