

IQAC GENERAL MEETING ON NAAC PREPARATION

DATE: 2-02-2024

Venue: Room No.1

- ~~1.~~ Purpose of the Meeting by IQAC Coordinator
- ~~2.~~ Chair the meeting by Principal Madam
- ~~3.~~ Record of Departmental activities for last five years
- ~~4.~~ Record of Best practices of the College for last five years
- ~~5.~~ Record of activities of different cells of the college for last five years
- ~~6.~~ Record of NSS and NCC activities for last five years
- ~~7.~~ Record of seven criterion for last five years
- ~~8.~~ Updating of College website *Hiranya Des*
- ~~9.~~ Opinion of Chairperson
- ~~10.~~ Vote of thanks

Hiranya Des
2/2/2024

ISAC General Meeting
or
NAAC Preparation

Date: 2-02-2024

Venue: Room No. (1)

Purpose: To discuss about the preparation about NAAC 4th Cycle preparation

Signatures of Members Present:

1. Nibedita Phukan Phukan 2/2/2024
2. Manashi Sharma Sharma 2/2/24
3. Jyoti Saha Saha 2/2/24
3. Montusi Bagchi Bagchi 02/02/24
5. Purnima Cheloi Cheloi 2/2/24
6. Gouri Goss Goss 2/2/24
7. Anita Sharma Sharma 2/2/24
8. Jyoti Konwar Konwar 2/2/2024
9. Kanchi Ghosh Ghosh 2/2/24
20. Dr. Anil Kumar Ghosh Ghosh 02/02/2024
11. Puspita Ghosh Ghosh 2/2/24
12. Anurupa Barua Barua 02/02/24
13. Banani Das Das 02/02/2024
14. Manish Kumar Jaiswal Jaiswal 02/02/2024
25. Basita Bora Bora 02/02/2024
16. Dr. Aditya Saha Saha 2/2/2024
17. Aniruddha Dutta Dutta 2/2/2024
18. Nayan Jyoti Sarma Sarma 02/02/2024
19. Anshu Bora Bora 02/2/24
30. Dr. Malini Banerjee Banerjee 02/02/2024
21. Dr. Digna B. Das Das 2/2/2024
22. Dr. Sonu Saha Saha 2/2/2024
23. Ruppreet Das Das 2/2/24
24. Dr. Bonali Nath Das Das 2/2/24
25. Dr. Balin Das Das 2/2/24
26. Monika Konwar Konwar 2/2/24

27. Kabiraj Dutta

28. Anurban Singha

29. Purnyapriya Barmah

30. Jafreen Feroza

31. Bhagyalaxmi Barmah

32. Nasita Rahman

33. Dr. Gitanjali Barmah

34. Animesha Saikub

35. Dr. Mitali Barmah

36. Sowrabh Sanyal Chandra

37. Puontma Gogoi

38. Dr. Alshi Gondha Gogoi

39. Dr. Sukanya B. Chaitra

40. Dr. Shreerajya Budoloi

41. Manjira Janta Dasgupta

42. Dr. Premine Hazarika Sarbore

43. Dr. Sneha Chakrabarti

44. Dr. Utpal Saha

02/02/24

02/02/24

J. Feroza

B Barmah

Rahman

Barmah

Saikub

Barmah

Chandra

Gogoi

Gogoi

Chaitra

Budoloi

Dasgupta

Sarbore

Chakrabarti

Saha

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IQAC General Meeting on NAAC Preparation.

Date: 02/02/2024

Venue: Room No. 1

An IQAC General Meeting is held on 2nd February, 2024 to discuss about the different pertinent issues relating to NAAC assessment and accreditation of the college at room no. 1 of arts block of the college. At the very outset, Dr. Utpal Sut, IQAC coordinator extends welcome to all the Faculty members of the college to the meeting and states the objectives of the meeting.

Objectives of the meeting: The objectives of the meeting is to discuss about different pertinent issues relating to 4th cycle assessment and accreditation of NAAC of the college and requests Dr. Nibedita Phukan, Principal of the college to chair the meeting.

Chair the meeting: Dr. Nibedita Phukan, Principal of the college chairs the meeting and requests IQAC coordinator to proceed with the agenda of the meeting.

Item no. 1: Record of Departmental activities for last five years:

IQAC coordinator places the issues of record of the department activities for last five years. The coordinator mentions the issues like departmental meeting proceedings, extension activities report, departmental results of final examination of UG under Dibrugarh University, class routine, teaching plan, events diary of the department, teachers least with qualification, teachers achievements, rank holders list with photos of the students, registers of the attendance, departmental magazines, register of names of the books available in the departments, students progression and placement, students participation in co-curricular activities, teachers profile, research papers published by the faculty members in UGC care list journals, teachers participation in RC/OP/FDP/STC/Workshop/Webinars/Seminars etc. ,teachers in different academic bodies, participation of teachers in evaluation and paper settings, teachers projects etc. IQAC coordinator requests all the HODs and faculty members to keep the record of the activities as mentioned above for last five years (i.e. June.2018 to November, 2023)

All the members agree with the Coordinator.

Item no. 2:Record of Best practices of the college for last five years:

IQAC coordinator places the issue of recording the best practices adopted by the college for the last five years from June, 2018 to May, 2023. The coordinator also emphasizes the determination of success of evidence of extension activities and cleanliness activities performed by the college inside and outside the college and also keep record of these activities. The IQAC coordinator requests Dr. Anita Sharma, coordinator of the institutional values and best practices criterion to keep record of best practices. Dr. Sharma agrees with the IQAC coordinator and assures to do the same.

Item no. 3: Records of activities of different cells of the college for last five years:

IQAC coordinator requests all the coordinators of the different cells and committees of the college to make a proper record of different activities conducted by them in the last five years (June, 2018 to November, 2023). All the coordinators agree with the IQAC coordinator.

Item no. 4: Record of NSS and NCC activities for last five years:

IQAC coordinator informs all the members that keeping record of NSS and NCC is needed for quality assessment of the college as both the units perform work for the nation's interest. Coordinator requests Dr. Mitali Sonowal, program officer of NSS and Ms. Anwasha Saikia, CTO of NCC of the college to make a comprehensive report of their respective unit for last five years and duly submit to the IQAC mail as soon as possible. Both the officers agree with the IQAC coordinator.

Item no. 5: Record of seven criterions for last five years:

IQAC coordinator requests all the coordinators of seven quality indicator framework to submit the record of their respective criterion to the IQAC mail of the college as soon as possible for the preparation of SSR of the college for the 4th cycle assessment and accreditation of the college of NAAC. All the criterion coordinators agree with the IQAC coordinator and assure to submit the five years comprehensive report to IQAC mail as soon as possible.

Item no. 6: Updating of college website:

IQAC coordinator informs the members of the meeting that updating of college website is indispensable for reflecting the institutional information to the public domain. Coordinator request Dr. Nibedita Phukan, Principal and chairperson of IQAC to do the needful in this regard. IQAC coordinator also request Dr. Phukan to include Mr. Hironya Das as the assisting member to help in updating college website.

Opinion of Chairperson: Dr. Nibedita Phukan, Principal of the college is in the opinion that whatever is discussed in the meeting should be strictly followed in action for greater interest of the college. Dr. Phukan also requests all the members of the college to cooperate in 4th cycle assessment and accreditation process of NAAC.

Resolution of the meeting:

Resolution no 1: Resolved that five years report of five years activities of the departments be prepared under the guidance of respective Heads of the departments.


Resolution no 2: Resolved that five years report of best practices of the college be prepared under the guidance of criterion coordinator of institutional values & best practices of the college.

Resolution no 3: Resolved that five years report of different cells be prepared under the guidance of respective cells coordinators.

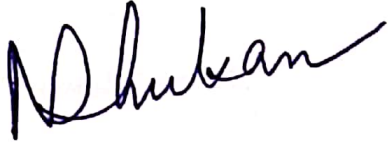
Resolution no 4: Resolved that five years report of NSS and NCC activities of the college under the sole responsibility of Dr. Mitali Sonowal and Ms. Anwasha Saikia respectively.

Resolution no 5: Resolved that five years consolidated report be prepared for seven criterion of quality framework of NAAC by the criterion coordinators.

Vote of thanks: At the end, Dr. Nibedita Phukan, Principal of the college proposes vote of thanks to all the members present in the meeting for their kind presence and cooperation.


2/2/2024

Co-ordinator
IQAC
MDKG College
Dibrugarh



Principal
Manohari Devi Kanol Girls' College
DIBRUGARH