

IQAC meeting with
the Committee of "Infrastructure
and learning resources"

Camlin Page
Date 25/5/2023

Objective of the meeting: To discuss
about issues related to infrastructure
and learning resources of the college.

Signatures of the members present:

1. Nibedita Phukan

N Phukan
25/5/2023

2. Anirban Singh

A Singh
25/5/2023

3. [Signature] 25/5/23

4. Ujjal Saha

U Saha
25/5/2023

IQAC Meeting with Infrastructure and Learning Resources Committee

Date: 25th May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on comprehensive survey of infrastructure and physical facilities of the College
4. Discussion on automation of Library
5. Discussion on preparation of annual budget of the College
6. Opinion of Criterion Coordinator
7. Opinion of Chairperson
8. Vote of thanks

N Phukan
25/5/2023

IQAC meeting with the Coordinators and members of Infrastructure and learning resources

Meeting Date: 25th May, 2023

Venue: office of the Principal

Time: 11 am

An IQAC meeting is held on 25th May, 2023 at room No.(1) of arts block of the college in presence of the college on presence of the following members.

1. Dr. Nibedita Phukan, Principal & Chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mr. Jadavjyoti Saikia, librarian and Coordinator of Infrastructure & learning resources committee
4. Mr. Anirban Singha, Member of Infrastructure and learning resources committee

IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about issues related to infrastructure and learning resources of the college.

Chair the Meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and Chairperson of IQAC to preside over the meeting. Dr. Phukan accepts the requests and presides over the meeting and requests Dr. Sut to go with the agenda.

Item No. (1) Comprehensive survey of infrastructure and physical facilities of the college: IQAC coordinator informs the members that there is an immense need of data of infrastructure and physical facilities available in the college (in both arts and science campuses). For this he feels the need of comprehensive survey of infrastructure and physical facilities of the college. The IQAC coordinator also states that survey may be conducted on the leadership of coordinator of infrastructure and learning resources committee of the college. All the members agree with the IQAC Coordinator.

Item No. (2): Discussion on automation of library: IQAC coordinator places the issue of automation of library of the college. In this regard librarian of the college is requested to do the needful. The Coordinator of infrastructure and learning resources assures to make proper arrangement for the same.

Item No. (3): Preparation of annual budget of the college: IQAC Coordinator brings notice to the members that college needs annual budget of expenses in different items in a yearly basis. He requests the members of infrastructure and learning resources to prepare the draft of annual budget of the college for smooth running of different activities in the college and also for financial feasible decision of the college. The members agree with the IQAC coordinator.

Opinion of criterion Coordinator: Mr. Jadavjyoti Saikia, coordinator of Infrastructure and learning resources agree with IQAC coordinator in regard to the matters discussed in the meeting and assures

to do the same for the greater interest of the college with full cooperation from all the members of his team in coming days.

Opinion of Chairperson: Dr. Nibedita Phukan, Principal and chairperson of IQAC states that matters discussed in the meeting are important for building up proper infrastructure of the college. She assures that authority is always ready to extend cooperation for the betterment of the college.

Resolution no (1): Resolved that survey of Infrastructure and learning resources of the college be conducted with the leadership of criteria coordinator of infrastructure and learning resources committee of the college.

Resolution no (2): Resolved that automation of library be done with the leadership of librarian of the college.

Resolution no (3): Resolved that draft of annual budget of the college be prepared by the office of the authority of the college.

Principal proposes vote of thanks to all the members present in the meeting.



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

Action taken report on the IQAC meeting with committee of Infrastructure and Learning resources held on 25th May, 2023 at 11 am

As per resolution no.1 of the meeting, Mr. Jadavjyoti Saikia, criterion coordinator of infrastructure and learning resources has been assigned the duty of conducting survey of infrastructure and learning resources of the college.

As per resolution no.2 of the meeting Mr. Jadavjyoti Saikia, Librarian has given the responsibility of automation of the central library of the college.

As per resolution no.3 of the meeting the responsibility of preparation of draft of annual budget of the college has been authorized to the general branch office of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

**Co-ordinator
, IQAC
MDKG College
Dibrugarh**



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal

**Manohari Devi Kanol Girls' College
DIBRUGARH**

IOAC meeting with the
Committee of Student Support and
Progression.

Objective of the meeting: To discuss
some issues regarding student
Support & progression.

Signatures of members present:

1. Nibedita Phukan

25/5/2023

2. Uthpal Sut

25/5/2023

3. Monika Gogoi

25/5/23

4. Dr. Mitali Senowal

25/5/23

5. Goswami Goser

25/5/23

6. Punyapree Buet

25/5/23

F. Nayan Jyoti Sarma.

25/05/2023

IQAC Meeting with Student Support and Progression

Date: 25th May, 2023

Time: 12:30 pm

Agenda of the Meeting:

- ~~1.~~ Introduction by IQAC Coordinator
- ~~2.~~ Chair the Meeting by the respected Principal Madam
- ~~3.~~ Discussion on record of students' scholarships and freeships
- ~~4.~~ Discussion on progression and placements of outgoing students
- ~~5.~~ Discussion on students' participation in different activities
- ~~6.~~ Opinion of Criterion Coordinator
- ~~7.~~ Opinion of Chairperson
- ~~8.~~ Vote of thanks

N. Shukla
25/5/2023

IQAC meeting with the Coordinator and members of student support and progression committee

Date : 25th May, 2023

Time: 12: 30 pm

Venue: Room no (1) of arts block MDKG college

An IQAC meeting with the coordinator and members of student support and progression committee is held on 25th May, 2023 at room no (1) of arts block of the college in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mrs. Sangita Gogoi, Coordinator of student support and progression committee.
4. Ms. Monika Gogoi, Members of student support and progression committee
5. Dr. Mitali Sonowal, Member of Student support and progression committee
6. Dr. Punyaprova Baruah, Member of student support and progression committee.
7. Mr. Nayanjyoti Sarmah, Member student support and progression committee

At the very outset IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues regarding student support and progression of the college.

Chair the Meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the requests and chairs the meeting. Dr. Phukan requests Dr. Sut to go with the agenda.

Item No (1): Record of students scholarships & free ships: IQAC Coordinator places the issue of recording the students data regarding their scholarship and free ships & he says that these record should be clearly maintained by the committee of student support and progression and IQAC. IQAC coordinator also states that these data should be maintained in year wise with supporting documents. IQAC Coordinator requests Ms. Sangita Gogoi, Coordinator of student support and progression to do the needful in this regard. Ms. Gogoi agrees with the IQAC Coordinator and assures to maintain the same as suggested by the IQAC coordinator.

Item No (2): Discussion on progression & placement of outgoing students: IQAC Coordinator informs the member that the passed out students of MDKG College are well placed in different jobs in states, national and international level. He also says that there is the progression of passed out students of MDKG College to higher educational institution of the country and record of such data should be extracted through whatsapp, facebook, mail etc. IQAC Coordinator requests the coordinator and all the members of students support and progression committee to make a linkage with our passed out students with the help of alumni association of the college. All the members of the meeting agree with IQAC Coordinator.

Item No (3) Participation of students in different activities: IQAC Coordinator gives a thrust on participation of student in different activities of the college and outside college. He says that data of

participation of student in different activities can be extracted from different departments of the college and the record of students' union body. He requests all the members to make a proper record of such activities. All the members agree with IQAC Coordinator.

Opinion of Criterion Coordinator: Mrs. Sangita Gogoi, criterion Coordinator of student support and progression states that she has already made an effort to keep the record with the help of her team members and she says that though it is tough to collect such information but effort is being made to keep record of students free ships, scholarships, progression and placement of students and participation of students in different activities inside and outside of the college.

Opinion of chairperson: Dr. Nibedita Phukan, Principal & chairperson of IQAC is of the opinion that matters as discussed are serious and it should be focused in a systematic way. She informs all the member of the meeting that collective effort will work to keep the record in a systematic way.

Resolution No (1): Resolved that record of students scholarship and free ships be maintained systematically by the committee of student support & progression.

Resolution No (2): Resolved that data of students' progression and placements be collected from the Head of the departments of the college by the Coordinator of student support & progression committee.

Resolution No (3): Resolved that record of students' participation in different activities be extracted from the Head of the department of the college.

At last, IQAC coordinator proposes vote of thanks to all present in the meeting.



Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh



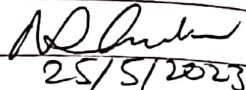

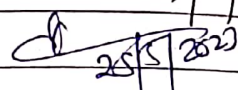
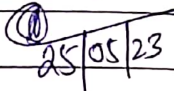
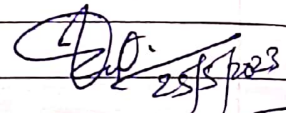
Dr. Nibedita Phukan
Principal and Chairperson of IQAC
MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
Dibrugarh

IQAC meeting with the
Committee of Governance, Leadership
and Management.

Objective of the meeting: To discuss
some issues related to
governance, and leadership and
management.

Signatures of members present:

1. Nibedita Phukan  25/5/2023
2. Anindha Dutta  25/5/2023
3. Rupjoli Das  25/5/2023
4. Sukanya Baruah Chaliha  25/05/23
5. Ujjwal Sult  25/5/2023

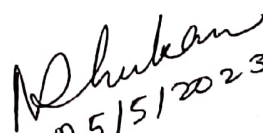
IQAC Meeting with Governance, Leadership and Management

Date: 25th May, 2023

Time: 2 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on policy documents on Governance, Leadership and Management
4. Discussion on institutional strategic plan and areas of e-governance
5. Opinion of Criterion Coordinator
6. Opinion of Chairperson
7. Vote of thanks


25/5/2023

IQAC meeting with the Coordinator and members of Committee of Governance, leadership and Management

Date: 25th May, 2023

Time: 2pm

An IQAC meeting is held on 25th May, 2023 with the committee of Governance, leadership and management in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal sut, Coordinator of IQAC
3. Mrs. Rupjyoti Das, Coordinator of Governance, leadership and Management committee.
4. Mr. Aniruddha Dutta, Member of Governance, leadership and Management committee.
5. Dr. Sukanya Baruah Chaliha, Member of Governance, leadership and Management committee.

At first, IQAC Coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues related governance, leadership and management of the college.

Chair the meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the request and chairs the meeting and she requests Dr. Sut to go with the agenda.

Item No (1): Discussion on policy documents on governance, leadership and Management: IQAC Coordinator places the issue of policy documents on governance, leadership and Management in the meeting and he says that policy documents are indispensable part of each and every qualitative and quantitative metric of the criterion of governance, leadership and Management and it acts as supporting stand for reply of the metric. All the members pay heed to the issue. Mr. Aniruddha Dutta says that policy document are crucial aspects of governance, leadership and management activities of the college and it should be properly prepared and implemented. Mr. Dutta is agree with IQAC Coordinator and requests coordinator to be comply with the policy documents to proceed with the criterion activities.

Item no (2): Discussion on institutional strategy plan and areas of e-governance: IQAC coordinator informs the member that institutional strategic plan be renewed as per implementation in time duration and college should focus on areas of e-governance. The member discuss the issue and assure to review the institutional strategic plan and prepare a report on it. The member also assure to well document the areas of e-governance of the college.

Item No (3): Opinion of criterion Coordinator: Mrs. Rupjyoti Das, criterion coordinator of Governance, leadership and Management is of the opinion that she will discuss the issues of the meeting with her team members and assures IQAC coordinator to extend full cooperation in this regard for greater development of the college.

Item No (4): Opinion of Chairperson: Dr. Nibedita Phukan, Principal and Chairperson of IQAC presides over the meeting. Dr. Phukan critically discusses all the items discussed in the meeting and opines that coordinator and members of the committee of governance, leadership and Management should give well focus on the issues. Dr. Phukan also speaks on the representation of the issues as per NAAC mandate.

Resolution no(1): Resolved that policy documents be reviewed under the guidance of criterion coordinator and members of governance, leadership and management committee.

Vote of Thanks: Principal proposes vote of thanks to all the members present in the meeting for their valuable opinions and kind presence in the meeting.



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
Manobari Devi Kanol Girls' College
Dibrugarh

Action taken report of IQAC meeting with the coordinator and members of student support & progression held on 25th May, 2023 at 12:30 pm

As per resolution no.1 of the meeting, Ms. Sangita Gogoi, coordinator of student support and progression has been informed to keep the record of student's scholarship and free ships in systematic manner.

As per resolution no.2 of the meeting, the criterion coordinator of student support and progression has been informed to collect the data of student's progression and placements from the Heads of the department of the college.

As per resolution no.3 of the meeting, all the HODs are requested to keep the record of student's participation in different activities of their respective departments.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

**Co-ordinator
IQAC
MDKG College
Dibrugarh**



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH**