

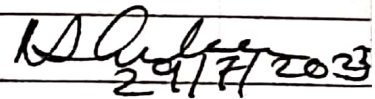
IQAC meeting with Non-teaching staff of the college

Camlin Page
Date 29/5/2023

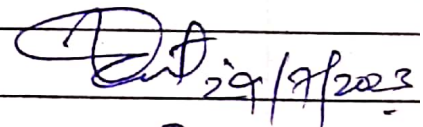
Objective of the meeting: To discuss about matters related to office administration.

Signatures of Members present:

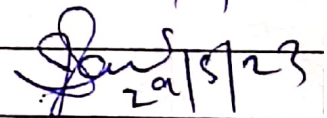
1. Nibedita Phukan


29/5/2023

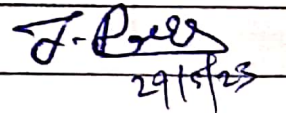
2. Utpal Sult


29/5/2023

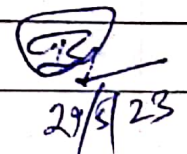
3. Jibayanti Saikia


29/5/23

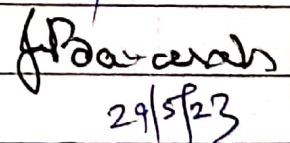
4. Jagannarayan Prasad


29/5/23

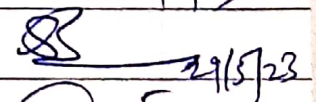
5. Bishu Singh


29/5/23

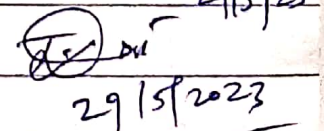
6. Jonali Baruah


29/5/23

7. Lurojit Bhattacharjee


29/5/23

8. F. K. Datta


29/5/2023


IQAC Meeting with Non-teaching staff of the College

Date: 29th 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 maintenance of office files
4. Discussion on compliance of professional ethics
5. Opinion of Senior Assistant of the office
6. Opinion of Chairperson
7. Vote of thanks

R. Shukla
29/5/2023


IQAC meeting with Non-Teaching Staff of the college

Date: 29th May, 2023

Time: 11 AM

An IQAC meeting with the members of non-teaching staff of the college at room no.1 of the arts block of the college is held on 29th May, 2023 at room no.1 of arts block of the college. At the beginning Dr. Utpal Sut, 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 about matters related to office administration.

Chair the meeting: IQAC coordinator requests Dr. Nibedita Phukan, Principal of the college to chair the meeting. Dr. Phukan has chaired the meeting and requests IQAC coordinator to go with the agenda of the meeting.

Discussion on maintenance of office files:

IQAC coordinator brings notice to the members about the proper maintenance of office file for proper searching of information without delay. Coordinator also gives stress on computerized coding of files and maintenance of files in digital form. All the members agree with the coordinator and assure that the office has already taken initiative to do the same.

Discussion on compliance of professional ethics:

IQAC coordinator places the issue of professional ethics in office administration specially the non-teaching staff of the college. Coordinator puts emphasis on imbibe the ethics in profession for better functioning of activities in the college office which may lead to progress in the office administration. Coordinator also apprises the non-teaching staff of the college for their sincere and honest approach of working. All the members agree with the coordinator.

Opinion of senior assistant of the college:

Mr. Tulshi Dutta, senior office staff says that official activities are being performed in a systematic way. He also opines that approaches are needed to develop the office administration with cooperation from all ends.

Opinion of Chairperson:

Dr. Nibedita Phukan, Principal and chairperson of IQAC acts has chaired the meeting and she opines that holistic approach is needed to progress the office administration and in this

regard, the office staff of the college can play a vital role. Imbibing the quality of professional ethics is highly volatile in smart progress in office administration. Both manual and computerized file should be maintained for easy searching of college information. Dr. Phukan expects the cordial cooperation of non-teaching of the college to smooth conduct of college administration.

Resolution of the meeting:

Resolution no.1: Resolved that both manual and computerized files be maintained by the office staff of the college.

Vote of thanks:

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



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

**Co-ordinator
IQAC
MDKG College
Dibrugarh**



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

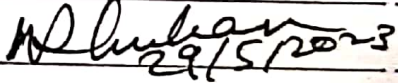
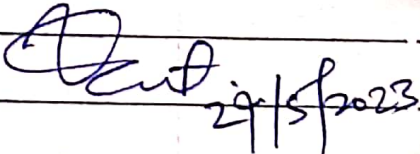
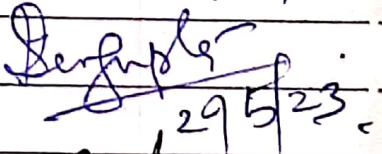
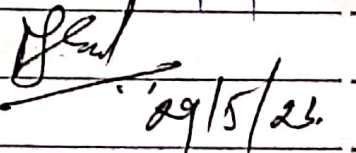
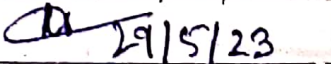
**Principal
Manohar Devi Kanoi Girls' College
DIBRUGARH**

IQAC meeting with

Secretary of Alumni Association,
PO of NSS and CTO of NCC of MDRK
College, Dibrugarh.

Objective of the meeting: To discuss
some pertinent issues of alumni
association, NSS and NCC activities of the
college.

Signatures of
Members of the meeting:

1. Nibedita Phukan  29/5/2023
2. Utpal Saha  29/5/2023
3. Indrani Sen Gupta  29/5/23
4. Dr. Mitali Senoumal  29/5/23
5. Monika Gogoi  29/5/23

IQAC Meeting with Secretary of Alumni Association, PO of NSS and NCC

Date: 29th 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 year-wise record of activities
4. Discussion on future plan of action
5. Opinion of Secretary of Alumni Association, PO of NSS and NCC
7. Opinion of Chairperson
8. Vote of thanks

M. Shubhan
29/5/2023

IQAC meeting with Secretary of Alumni Association, Program Officer of NSS and Care taker officer of NCC

Date: 29th May, 2023

Venue: Room no.1.of arts block of MDKG College

Time: 12: 30pm

An IQAC meeting is convened on 29th May, 2023 at room no (1) of arts block of the college at 12:30pm. At the very outset, Dr. Utpal Sut, IQAC Coordinator welcomes 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 to alumni association, NSS unit and NCC unit of the college.

Chair the meeting: Dr. Nibedita Phukan, Principal and chairperson of IQAC presides over the meeting and requests IQAC coordinator to proceed with the agenda.

Item no(1): Year wise record of activities of Alumni Association , NSS and NCC: IQAC coordinator places the issue of year wise record of activities of Alumni Association, NSS unit and NCC unit of the college and he says that recording of these activities in year to year basis display the trend of those activities and these pave the way for comparative analysis of the activities with geo-tagged photos. The members agree with the IQAC coordinator and assure to do the activities as suggested by IQAC Coordinator.

Item no (2): Future plan of action: IQAC Coordinator requests the secretary of Alumni Association, program officer of NSS and CTO of NCC to figure out the future plan of action of their respective units and submit it in detail to the office of the IQAC through e-mail. All the members agree with IQAC coordinator and assure to prepare the future plan of action and shall submit to IQAC officer through mail.

Item no (3): Opinion of secretary of Alumni Association, PO of NSS and CTO of NCC. Dr. Indrani Sengupta, Secretary of Alumni Association of the college is in the opinion that she will prepare the plan of action of alumni association for the coming session and shall submit to IQAC. Dr. Mitali Sonowal, program officer of NSS says that she will also prepare the future plan of NSS unit of the college and shall submit to IQAC of the college and Ms. Monika Gogoi, CTO of NCC of the college is in the same opinion regarding preparing the future plan of NCC unit of the college.

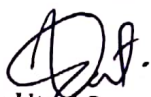
Opinion of Chairperson: Dr. Nibedita Phukan, Principal & chairperson of IQAC presides over the meeting and suggests that secretary of Alumni Association, Program officer of NSS and CTO of NCC should take proper steps for recording of activities of their respective units in a systematic manner which may help IQAC coordinator to document the data. Dr. Phukan also says that future plan of action of each unit is very essential for the decision making process of the authority and to implement the same.

Resolution of the meeting:

Resolution no (1): Resolved that year wise record of activities of alumni association, NSS and NCC be done under the guidance of respective heads of alumni association, NSS and NCC unit of the college.

Resolution no (2): Resolved that future plan of action of alumni association, NSS and NCC unit of the college be prepared by the secretary of alumni association, program officer of NSS and CTO of NCC of the college.

IQAC Coordinator thanks to all the members present in the meeting.



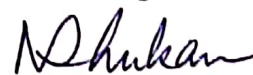
Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

IQAC

MDKG College
Dibrugarh



Dr. Nibedita Phukan

Principal and Chairperson of IQAC
MDKG College, Dibrugarh

Action taken report of the IQAC meeting with the members of Non-Teaching staff of the college held on 29th May, 2023 at 11 am

As per resolution no.1 of the IQAC meeting with the members of non-teaching staff of the college held on 29th May, 2023 at 11 am, senior assistant of the office is notified by the authority to take proper arrangement for maintenance of manual and computerized files in 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 Kanoi Girls' College
DIBRUGARH

IQAC meeting with Psychologists of
Counselling Cell of the
College, (MDKG College, Deibragua)

Admin Page

Date 29/05/2023

Objective of the meeting:

"To discuss about the functioning of
Psychological Counselling Cell of the
College."

Signatures of members present:

1. Nibedita Phuleam

Nibedita
29/5/2023

2. Utpal Saha

Utpal
29/5/2023

3. Mandira Barthalen Saha

Mandira
29/5/23

4. Rupali Mishra

Rupali
29/5/23

5. Anageta Saha

Anageta
29/05/23

6. Malina Basumatary

Malina
29/5/2023

**IQAC meeting with Coordinators and members of Psychological
Counseling Cell of the college**

Venue: Room no.1 of Arts block of MDKG College

Date: 29th May, 2023

Time :1 pm

Agenda of the meeting:

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal Madam
3. Discussion on activities of psychological counseling cell of the college
4. Opinion of the chairperson
5. Vote of thanks

IQAC meeting with Coordinator and members of Psychological Counselling Cell of the College

Venue: Room no.1.of arts block of MDKG College

Time:1 pm

An IQAC meeting is held on 29th May, 2023 at room no. (1) of arts block of the college at 1 pm with the members of Psychological counselling cell of the college. At the very outset, Dr. Utpal Sut, IQAC coordinator of the college welcomes all the members to the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about the different functions of Psychological counselling of the college.

Chair the meeting: Dr. Nibedita Phukan, Principal and Chairperson of IQAC of the college presides over the meeting and requests IQAC coordinator to tell about the issue of the meeting as per agenda.

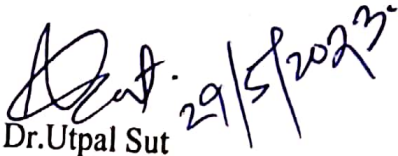
Discussion on activities of Psychological counselling cell of the college: Dr. Utpal Sut describes the areas of functioning of Psychological counselling cell of the meeting and says that the cell can play a vital role in organising different psychological counselling programmes at the college for greater benefits of the students. Dr. Sut also give stress on the fact that the coordinator and members of the cell should conduct among themselves and suggest some measures to solve the psychological problems faced by students of different departments of the college and Coordinator may ask the HoDs to make a list of such students and give the list to the Psychological counselling cell for counselling the students who face the psychological challenges inside or outside their homes. All the members appreciate Dr. Sut and assure to do in coming days.

Opinion of Chairperson: Dr. Phukan as a chairperson of the meeting is in the opinion that psychological counselling can be source of inspiration for the students and says that all the members of the cell may involve in psychological mentoring of students of the college.

Principal offers vote of thanks to all present in the meeting.

Resolution of the Meeting:

1. Resolved that psychological awareness programme be organised by the Psychological counselling cell of the college to sensitize the mental strength of the student.


Dr. Utpal Sut

IQAC Coordinator
MDKG College, Dibrugarh

**Co-ordinator
IQAC
MDKG College
Dibrugarh**



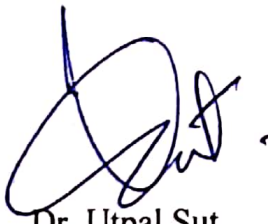
Dr. Nibedita Phukan
Principal and Chairperson of IQAC
MDKG College, Dibrugarh

**Principal
Manohari Devi Kanol Girls' College
Dibrugarh**

Action taken report of IQAC meeting with secretary of Alumni Association of MDKG College, Program officer of NSS and CTO of NCC of the college held on 29th May at 12:30 pm

As per resolution no.1 of the meeting, the responsibility of year wise recording of activities of alumni association, NSS and NCC have been assigned to the secretary of alumni association, program officer of NSS and CTO of NCC of the college.

As per resolution no.2 of the meeting, the secretary of alumni association, program officer of NSS and CTO of NCC have been assigned the duty of prepare the future plan of action of their respective association/unit.



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