

IBAC .

Proceedings of Meetings (2011 — 2018)



*Shyama*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



25-06-2012

A meeting of the TQAC was held in the TQAC room with the non-teaching staff of the college in 25-4-2012 -

The meeting was attended by the following members.

Members present:

Signr.

1. Dr. B. K. Pachori (Co-ordinator TQAC)
2. Ms. Dorothy Memin (Asst. Coord)
3. Shri. Tosheswar Bora (Supdt. office)
4. Shri Deepak Bora Deepak Bora
5. Md. Mukid Husain
6. Ms. Tunnesi Bora Tunnesi Bora
7. Shri. Prasanta Katoky
8. Smt. Rina Devi

Agenda:

1. Discussion on upgradation of The library
2. Training Computer training of the non-teaching staff
3. Automation of office
4. Others

Discussion:

Agenda-1 : Discussions were held for the installation of Wi-fi system in the College library for the benefit of the students.

It was discussed and decided to purchase new books and Journals for the library.

Agenda-2 : The meeting also discussed about the Computerization of office work due to ~~loss~~ use of storage of data in a proper way.

Therefore it was decided to provide Computer training to the teachers for implementation of the use of Computer.



A training course was arranged for the non-teaching staff accordingly. ~~Krishna~~ Kamal It was decided to invite Krishna Kamal Phukan, proprietor Techno Park to give training to the staff.

Agenda-3. <sup>Since</sup> the meeting decided to computerize the office, it was decided to do it stage by stage. Primarily Account keeping related to admission should be ~~use~~ done initially.

Among the other topics discussed, the members were discussed as to matters relating to proper record of the leave of the teachers. ~~the~~ office staff was also making of the service-books of the employees up-to-date.

Among others it was also discussed to make provide cubicles in the office-staff room for proper work ambience.

After the above discussions, the meeting ends fruitfully.



*Whyer*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



Minutes of the IQAC Meeting  
held on 4-12-2012

Dated: 4th Dec, 2012

Venue: IQAC Room


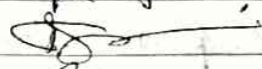






Time: 1:30 PM

A meeting of the IQAC was held in the premise of IQAC Room with the Teaching Staff of the college on 4-12-2012 to review of the last meeting held on September, 12.

The meeting was attended by the following

members present

Signature

- |                    |   |   |
|--------------------|---|---|
| 1. Jinamoni Bhuyan |   |    |
| 2. Arati Mishra    |   |    |
| 3. Ratna Singh     |   |    |
| 4. Krishna Gogoi   |   |    |
| 5. Moumita Koley   |   |    |
| 6. Prasanta Koley  |   |   |
| 7. Subhash Ch. Das |   |  |
| 8. Tenmani Borah   |  |   |
| 9.                 |   |   |

The meeting was held with a view to discuss the following agenda —

1. Students Aids fund and their utilization
2. Discussion on Corpus fund and regular basis audit and accounts of Admission fees, selling prospectus etc.
3. Purchase New books / Computer and wi-fi facilities.
4. Discussion on ongoing construction
5. Any others.



## Discussion :

### Agenda I :

A review of the last meeting held on Sept 2012 was done and discussion was made according to the stipulated course of action and the outcome was found satisfactory.

### Agenda II :

A discussion was done about students aids fund and their utilization. There have a provision of offering students Aid fund to the poor students. In this meeting it was decided to continue the practice of providing students Aid fund and effective utilization of it is judiciously.

### Agenda - III

A discussion was made regarding purchasing new books for enrichment and upliftment of library in the college as well as upgradation of computer and wifi facilities in the college. It was decided to adopt the resolution of purchasing new books for greater interest of the student and teachers counterpart and upgradation of computer and Wi-Fi facilities for promoting ICT Ambience.

Agenda - IV : An important discussion was also held on ongoing construction in college campus. It was decided to ensure VGC fund effective utilization as to avail more fund in future days.

Agenda - V In my 6th agenda, it was discussed to maintain cleanliness in the college environment.



Minutes of the IQAC Meeting  
held on 8-04-2013:

Date: 8th April, 2013  
Venue: Seminar Hall  
Time: 1:30 PM

A meeting of IQAC was held at the Seminar Hall between the IQAC coordinators and Alumni Association in order to discuss the following agenda as stated below.

The meeting was attended by the following members —

Members present:

	Signature
1. Dhenu Maya Chettri	
2. Rina Boruah	
3. Mitale Sahaia	
4. AME	
5. Kineta Dutta	
6. Anjali Bora	
7. Kankalata Dutta	
8. Tunmeri Borah	
9. Suparna	
10. Akha Chakraborty	
11. Pallabi Kalita	
12. Dibyapriya Bora	
13. Rakhi Das	

The meeting was dealt with the following agenda as —

- 1) Career Counselling and Guidance by the stint of efficient Alumni.
- 2) Organise Talk with the help of Alumni.
- 3) Discussion on the activities of Alumni Association.
- 4) Any other.



## Discussion:

Agenda-1 A discussion was done on the practice of providing career counselling and Guidance to the students of the college. Career counselling and Guidance is a regular activity of our college. In this meeting, it was decided to arrange career counselling and Guidance with the help of some proficient and skillful Alumni.

Agenda-2 A discussion was done regarding organisation of Talk with the help of Alumni. In this meeting, it was decided to organise Guest lecture and popular talk programme on different topics relevant and suitable to the students counterpart. It was chosen to arrange topics like How to prepare for the interview and how to write in examination etc.

Agenda-3 A discussion was also done about the activities of Alumni Association. In this meeting, it was decided to organise different activities by the Alumni Association. Each and every executive members of Alumni Association were requested to perform their entrusted duties and responsibilities smoothly and timely.

Agenda-4 Under the Agenda-4, it was discussed about collection of donation from the Alumni as to utilize the fund for infrastructural development of the college.

The meeting was ended with vote of thanks by the coordinator, IQAC.





Minutes of The IQAC Meeting held on  
16-07-2013:

Date: 16/7/2013  
Venue: Seminar Hall  
Time: 1. PM

A meeting of the IQAC was held at the Seminar Hall between the IQAC coordinator and Teaching Staff on 16/7/2013 to discuss the following agenda as stated below -

The meeting was attended by the following members

Members present:

Signature

1. Saantam Kalita.

SK

2. Jiramoni Bhuyan

J Bhuyan

3. Kekela Gomon

4. Krishna Gogoi

5. Subhas Ch. on

Subhas

6. Mousi Sathya Kotoky

M Sathya

7. Uttara Phukan

U Phukan

8. Arati Misra

A Misra

9. Manjula Bora

M Bora

10. Dipali Bhagabati

D Bhagabati

11. Rakesh Das

R Das

12. Pradip K. Sarma

P Sarma

Agenda: The Agenda of the meeting were as follows

1) Review of the last meeting held on 16/7/2012

2. Prepare course plan and academic profile of the teacher

3. Discussion about organisation of awareness programme, extension activities, students Seminar Group discussion, Guest lecture

4. Publish articles in different Journal

5. Participation on Rc/Op/STC



6. Discussion with the criterion of IQAC to organise different programmes and keep their documentation on regular basis.

7. Other

### Discussion:

1) Agenda-1: A discussion was done to review of the last meeting held on 16-07-2012 and it was found satisfactory in nature. The head of the departments were actively involved and rendered their sincere services for successful completion of the stipulated programme.

### Agenda-2

A discussion was done about organisation of awareness programme, extension activities, seminar group discussion and guest lecture. The head of the concerned departments are requested and encouraged to organise these activities at regular interval in and outside the college campus.

Agenda-3 A discussion was also done regarding publication of article, papers in different journals by the faculty members. It was also encouraged to contribute their academic writings in different national and international journals.

Agenda-4: Under this heading, it was discussed about preparation of course plan and academic profile of the teachers.



Generally course plan and Academic Profile is prepared annually in a regular interval. The heads of the concerned departments are requested to prepare timely.

Agenda-5 A discussion was hold on participation in Refresher course, Orientation course and short term course. The members of the teaching fraternity are requested to participate in the aforesaid programme regularly keeping in mind that do normal classroom teaching is hampered.

Agenda-6: Under the heading of other, it was discussed about the practice of yoga. After discussion, it was resolved that the practice of yoga should be organised in every year in later years and Prof. Rasta Gogoi, department of philosophy was entrusted the responsibility to carry out the yoga programme in the college in regular interval.

The meeting was ended with vote of thanks by the coordinator, IBAC.



*W. B. Gogoi*  
Principal  
D.C. B. Girls' College  
Jorhat Assam



Minutes of the I@Ac Meeting held on 3-9-2013

Session 2013-14



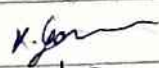

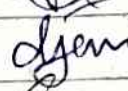

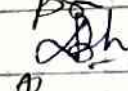
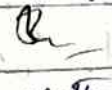
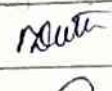

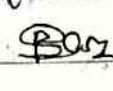


Date: 3/9/2013

Name: Seminar Hall

Time: 1:30 PM

A meeting of the I@Ac was held on 3rd September, 2013 with the teaching staff at the premise of Seminar Hall. In order to review the last meeting held on 16th July, 2013 and discuss the following agenda.

The meeting was attended by the following members

Sl. No	Members Present's NAME	SIGNATURE
1	Arati Mishra	
2	Saratan Kalita	
3	K. G. Mami	
4	Wishna Goswami	
5	Dipak Bhagabati	
6	Ratna Goswami	
7	Dipali Bora	
8	Subhash Ch. Das	
9	Mami Sutta Kotoky	
10	Manjula Bora	
11	Pradip Kumar Samal	
12	Uttali Brahma	
13	Uttara Phukan	



## Agenda:

The agenda of the meeting were as follows.

1. Discussion on Students, Alumni and Employees feedback, Parents' feedback and their remedial measures to be undertaken.
2. Preparation of Proposal for PG course in Botany
3. Plan for educational tour and their benefits.
4. Discussion with HOD's of the college about students enrolment / Academic achievement and drop out.
5. Discussion on forthcoming National Seminar on Rural Tourism in Assam, to be held on 27 & 28th September, 2013
6. Other.

## Discussion:

Agenda I A discussion was done on feedback

provided by the students, alumni and employees, parents' feedback and remedial measures put

forwarded by them. They provided some suggestions like improvement of library facilities, Gish common room facilities, organise parent teacher meet regularly and upgradation of canteen facilities.

So, in this meeting it was resolved to up



implement and take necessary action for upgradation the aforesaid requirement as early as possible.

Agenda II: Secondly it was discussed about

The preparation of Proposal for opening PG course in Botany as a regular course under Dibrugarh university. The authority of the college requested the HOD and faculty members of Botany department to prepare the aforesaid proposal as early as possible and placed to the concerned university authority for accord permission.

Agenda III: A discussion was done on the plan for educational tour and benefits. All faculty members are requested to encourage and motivate the students for educational tour. The Principal of the college also expressed his view and said that the state government has already released an amount for educational excursion to the college.

Agenda IV: After that a discussion was done with the HOD's of the different departments of the college about the students' enrolment, academic achievement and rate of drop out. It was also discussed about the ways for improvement of academic achievement and remedial measures for minimising the rate of drop out of the students.

Agenda V: After that it was discussed about the arrangement and organisation of National



Seminar on Rural Tourism in Assam to be held on 27th and 28th September, 2013. At this meeting, different committees like reception committee, registration committee, food committee, certificate etc. to carry out the different activities smoothly and successfully.

Agenda vi: Under the heading of others, it was discussed about the ways and means for overall development of the institution.

The meeting was ended with vote of thanks by the coordinator, ICAC.

*Shyama*  
Principal  
D.C.B. Girls' College  
Jorhat Assam.





Minutes of the ICAC Meeting Held on 18-11-2013

Session 2013-14

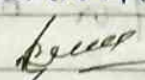
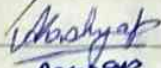

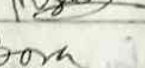
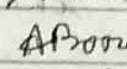
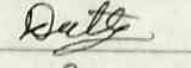
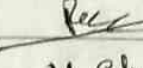
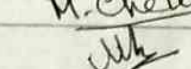
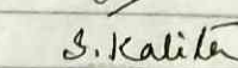

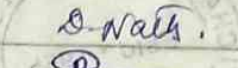


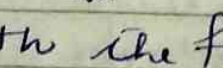
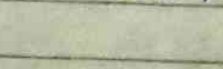
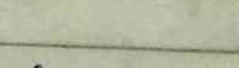
Dated - 18th Nov, 2013

Venue: Seminar Hall  
Time: 1:30 PM

A meeting of ICAC was held at the Seminar Hall at 1:30 PM with the Alumni committee in order to review the last meeting held on 8th April, 2013 and discussed the following agenda.

The meeting was attended by the following members.

Members Present:

<u>Sl. No.</u>	<u>NAME</u>	<u>SIGNATURE</u>
1.	Shanu Dlaya Chetri	
2.	Amrita Kashyap	
3.	Papali Goswami Sami	
4.	Mitali Sahaia	
5.	Anyali Borah	
6.	Aloja S. Borah	
7.	Kanaklata Dutta	
8.	Reena Borah	
9.	Manoshi Gogoi Chetia	
10.	Monsini Kalita	
11.	Smrita Kalita	
12.	Anoma Raikholra	
13.	Deepanjali Nath	
14.	Palakshi Borca	
15.	Andra Sekha Borca	
16.	Uttara Phukan	

The meeting was dealt with the following agenda:

1. Review the action of Guidance and Counselling by Alumni
2. Organise 'get together' with the Alumni
3. Financial Assistance for poor students by Alumni



4. Preparation of Alumni list by the concerned department

5. Any others

### Discussion:

Agenda-1: A discussion was made among the members of Alumni committee regarding the ongoing guidance and counselling programme in the college for the greater benefits of the students. After making discussion it was resolved to continue in later days.

Agenda-2: A discussion was done about the organisation of 'Get together' with the Alumni at regular interval in order to keep in touch among the members. The chairman of the IQAC instructed the Secretary and president of the Alumni committee to organise the get together programme regularly at least once in a year.

Agenda-3 A discussion was done on financial assistance for the students belonging to Economically weaker section of the Society by the abled alumni. After making discussion among the members it was decided to provide financial assistance as far as possible.

Agenda-4: A discussion was done on preparation of Alumni list at department wise. The chairman of the IQAC instructed the coordinator to inform the concerned head of the departments. After



making discussion, it was proposed to send a letter to the head of the different departments to prepare a Alumni list in year wise.

Agenda: 5 Any others: Under any others session, discussion was done on the procedure of collecting donation from the Alumni and record of accounts in a systematic way.

The meeting was ended with vote of thanks by the Co-ordinator. Dr. Binpha km. Pachani for their cooperation and active support.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



# Minutes of the IQAC Meeting held on 2-04-14

Dated - 2nd April, 2014  
Venue: Seminar Hall  
Time: 2 PM.

A meeting was held <sup>between</sup> with the IQAC coordinator and the Non-teaching staff on 2nd April, 2014 at the Seminar hall at 2 PM. This meeting was organised to review the plan of action undertaken in the meeting held on 4-12-2012.

The meeting was attended by the following members:

## Members Present:

<u>Sl. No</u>	<u>NAME</u>	<u>SIGNATURE</u>
1.	Jenmoni Bhyan	Bhyan
2.	Mubid Hussain	<del>Mubid Hussain</del>
3.	Uttama Phukan	Uttama Phukan
4.	Asimina Dasari	Asimina Dasari
5.	Prasanta K. Jena	Prasanta K. Jena
6.	Dipak Borah	Dipak Borah
7.	Tunmani Bora	Tunmani Bora
8.	Lakshmi Hazarika	Lakshmi Hazarika
9.	Raktim Ranjan Bara	Raktim Ranjan Bara

The meeting was dealt with the following agenda:

1. Discussion on ongoing construction
2. Upgradation of computer lab, library facilities, hostel and canteen facilities.
3. Arrange computer training for Non-teaching Staff.
4. 'yoga' classes for Non-teaching staff.



## Discussion:

Agenda 1: A discussion was held on ongoing construction of infrastructure of the college. The office superintendent spoke that the construction was done according to the fund allotment given by the UAC and State government and record was maintained properly.

Agenda 2: A discussion was done on upgradation of computer laboratory, library facilities, hostel and canteen facilities. After making discussion among the members it was proposed to upgrade these sort of facilities as early as possible in consultation with the authority of the college.

Agenda 3: A discussion was done on arranging computer training for Non-teaching staff who are not trained. After making discussion it was proposed to take training in computer that to be provided by the computer science department of the college and ensured for active participation.

Agenda 4: Under the agenda 4, it was made discussion about 'yoga' classes / exercises for Non-teaching staff for promoting better health of the members. After making discussion, it was decided to organise 'yoga' classes for the Non-teaching members by the trained persons.



The meeting was ended with vote of thanks



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



Minutes of the 19th meeting held on 15/11/14  
 Session 2014-15:

Wheat Station Hall  
 7.30 - 10.30 PM

A meeting of the 19th AGM was organized on 15/11/14 and was held at the Wheat Station Hall for the purpose following agenda with the Executive Staff.

The meeting was attended by the following members:

Members Present:

Sr. No.	Name	Signature
1.	Harshu Mishra	[Signature]
2.	Dipak Singh	[Signature]
3.	Rajesh Singh	[Signature]
4.	Kishore Singh	[Signature]
5.	Rohita Sharma	[Signature]
6.	Manoj Kumar	[Signature]
7.	Pradyumn Singh	[Signature]
8.	Abhishek Singh	[Signature]
9.	Naveen Singh	[Signature]
10.	Aditya Singh	[Signature]
11.	Manish Singh	[Signature]
12.	Ujjwal Singh	[Signature]



The meeting was dealt with the following agenda:

1. To review the plan of action undertaken for the year 2013-14 proposed in the minutes of IQAC Meeting held on 16-07-2013 and the same were confirmed.
2. To finalize plan of action for the academic year 2014-2015

After making discussion among the faculty members, the following plan of action for the Academic year 2014-15 was proposed

a) Evaluative discussion on students performance in sessional examination, Attendance and courses covered by the concerned teacher

b) Forthcoming B.A/B.Sc, H.S Admission procedure, preparation of Academic calendar, class Routine, preparation of course plan by the faculty members.

c) Organisation of Guest lecture, Popular Talk, awareness programme, extension activities, Health check up, Blood grouping test programme etc with different cell of NAAE Criteria

d) Undertaking innovative and best practices for students.

e) Organisation of Yoga

f) Certificate course (Self financed)



3. To prepare Annual Quality Assurance Report (AQAR) for 2014-15

The chairman of the IQAC has instructed the coordinator to prepare and submit the AQAR for the year 2014-15 on priority basis.

4. Any other issues with the permission of chair.

Dr. Nitara Borothakur, Economics department raised the issue to enhance capability of teaching learning process.

It was decided to monitor teaching learning process by collecting weekly teaching report at the departmental level.

The meeting was ended with vote of Thanks by the IQAC coordinator.



*[Signature]*  
Principal  
D.C.B. Girls' College  
Jorhat Assam

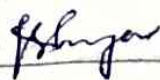



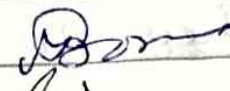
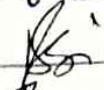
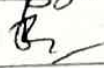
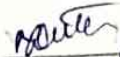
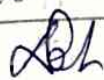
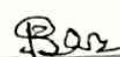




Minutes of the IQAC Meeting held on 10-09-2014  
 Venue: Seminar Hall  
 Time: 1.30 PM.

A meeting of the IQAC was organised on 10th September at the seminar hall at 1.30 PM with the teaching staff to review the plan of action undertaken in the last meeting held on 13th June 2014.

The meeting was attended by the following members —

Members Present:

Sl No	NAME	SIGNATURE
1	Jenamani Shyam	
2	Sanatan Kulkarni	
3	Krishna Gogoi	
4	Arati Biswas	
5	Aspali Bhagabati	
6	Manjula Bora	
7	Kalini Goswami	
8	Lushkshi Choudhury	
9	Moumi Saitta Kotoky	
10	Dipali Bora	
11	Pradeep Kr. Sarmah	
12	Mitali Brahma	
13	Uttara Phukan	



The agenda of the meeting was as follows —

- 1) Continuance of certificate course and regular guidance and counselling for students
- 2) Organise remedial classes, student as tutor, group discussion, regular display thought for the day by the respective cell of NAAC criteria constituted by the IQAC
- 3) Discussion on the Reports of students feedback, Alumni feedback, Employees feedback, Parents feedback etc. and their remedial measures to be taken.
- 4) Discussion on result of BA/Bsc Examination Environment
- 5) Discussion on upgradation of Sports facilities.
- 6) Any others (opening computer science department)

### Discussion:

Agenda-I: A discussion was done on the ongoing certificate course and guidance and counselling programme for the students. The chairman of the IQAC instructed the course coordinators to give a report as early as possible. Likewise, the chairman of the IQAC also instructed the coordinator of Career and Counselling cell to prepare a report.



Agenda 2: A discussion was done regarding organisation of remedial classes, student or tutor, group discussion, regular display thought for the day. After making discussion, it was decided to arrange by the respective cell at regular interval.

Agenda 3: A discussion was done on the reports of students feedback, Alumni feedback parents feedback. The coordinator of IQAC spoke and read out the reports. At this meeting, the suggestions put forwarded by the students, parents, Alumni, etc. were discussed. After making discussion, it was decided to undertake remedial measures for solving the problems.

Agenda 4: A discussion was done on the results of B.A / B.Sc examination and newly enrolled during the session. The chairman of the IQAC instructed the head of the concerned departments to read out the reports of results of their respective departments as well as the enrollment of the students. After making discussion it was decided to undertake remedial measures to improve the results of the students.

Agenda 5: A discussion was done on upgradation of sports facilities in the college in order to motivate the students towards different sports events. After making discussion, it was decided to organise training workshop on different sports events like volleyball, Cabaddy, Badminton Athletics etc. by inviting efficient coaches.



Agenda-6: Under this heading of any other session, discussion was made on opening computer science department. As there have prospects for opening computer science department in the college, so all the members support this sort of proposal. Finally it was resolved that the proposal will be sent to the G.B meeting for permission, <sup>and</sup> after that the proposal will be sent to the concerned authority of Siliguri University.

The meeting was ended with vote of thanks by the coordinator of IQAC.



*Whya*  
Principal  
D.C.B. Girls' College  
Jorhat Assam



Minutes of the IQAC Meeting held on 12-12-2014

Venue: IQAC Room

Time: 1.30 PM

A Meeting of the IQAC was held on 12th December, 2014 at the premise of IQAC Room at 1.30 PM with the Non-Teaching staff in order to review the last meeting held on 2nd April, 2014 and to discuss the following agenda.

The meeting was attended by the following members —

Members present:

<u>Sl. No.</u>	<u>NAME</u>	<u>Signature</u>
1.	Jenamani Bhujan	Bhujan
2.	Rubhin Ranjan Bora	Bora
3.	Uttara Phula	Phula
4.	Arumma Cepai	Amy
5.	Prasanta Kotaly	Kotaly
6.	Dipak Dasgupta	Dasgupta
7.	Tunmii Bosh	Bosh
8.	Kankhimi Hazarika	Hazarika

The meeting was dealt with the following agenda

1. Discussion on students grievance
2. Discussion on library and other infrastructural facilities for the students.
3. Financial help for needy students.



4. Vacancy of Teaching and Non-teaching post and their present status.

5. Any others.

### Discussion:

Agenda-1: A discussion was done on students' grievances that are collected from the Students Feedback report. As they complained that toilet facilities are insufficient, insufficient classroom, drainage system and canteen facility. After making discussion, a plan of action was prepared on priority basis. The chairman of the IQAC assured to mitigate these sort of problems in consultation with GB members as early as possible.

Agenda 2: A discussion was held on library and other infrastructural facilities for students. After making discussion among the members, it was decided to upgrade the reading room facilities, purchasing more best books to meet the demands of the students.

Agenda 3: A discussion was done about financial help for the needy students. After making discussion among the members, it was decided to provide financial help to the needy students. The chairman of the IQAC instructed the Office Superintendent to make it inform to all the HOD of the college to prepare a list of students belonging to BPL family.



Agenda-4: A discussion was done on vacancy of teaching and Non-teaching post and their present status. The office superintendent spoke about vacancy of teaching and Non-teaching post in the college. He also requested the authority of the college to take a steps and send the proposal for seeking post fill up to the government. The authority of the college expressed her willingness and interest to take the initiative.

Agenda-5 Under any other session, it was discussed about the different leave availed by the teaching and Non-teaching members. The chairman of the IQAC has instructed the office superintendent to keep the leave record in a systematic way. In addition to these, it was raised the issue of regular government audit for maintaining transparency.

The meeting was ended with vote of thanks imparted by the coordinator of IQAC.



*Shan*  
Principal  
D.C.B. Girls College  
Jorhat Assam



Minutes of the IQAC Meeting held on 5th  
April, 2015

Venue: Seminar Hall  
Time: 1 P.M.

A meeting of the IQAC with the Alumni was organised on 5th April, 2015 at Seminar Hall to discuss the following agenda.

The meeting was attended by the following members: —

Members present:

Sl. No	NAME	SIGNATURE
1.	Smriti Kalita	S. Kalita
2.	Mousumi Jitthala	MJ
3.	Animesh Rajkhowa	AR
4.	Sipanjali Nath	S. Nath
5.	Indira Sakha Bora	IB
6.	Palakshi Bora	Bora
7.	Ranu Kalita	R. Kalita
8.	Aloja S. Borah	A. Borah
9.	Monimala Borah Gregor	M. Gregor
10.	Gwaponali Gaihm	G. Gaihm
11.	Mary Bayan	MB
12.	Proneta Logan	P. Logan
13.	Malabika Kotoky	
14.	Anjali Chelia Saikia	AS
15.	Rupamoni Bezborah	R. B.
16.	Rasmita Borah Lakshmi Lahan	RL
17.	Uttara Phukan	UP

The meeting was dealt with the following agendas:

1. Discussion on forthcoming programme on 'With Alumni'
2. Discussion with HOD's about the collection list of Alumni
3. Organise programme on 'Talk and Share their ideas' by Alumni with the students



4. Collection of contribution for financial assistance for poor and needy students.

5. Any other (proposal for M.A course under KKHSOU)

### Discussion :

Agenda-1: A discussion was done on forthcoming programme to be undertaken in coming days with Alumni. After making discussion, it was decided to organise lecture programme, Awareness programme.

Agenda-2: A discussion was done about the list of alumni prepared by the HOD of different departments and who are not listed in the Alumni list, later they were added.

Agenda-3: A discussion was done on 'Salle' and share their ideas by Alumni with the Students.

Agenda-4: A discussion was done on collection of contribution for financial assistance for poor and needy students. After making discussion it was decided to provide financial assistance.

Agenda-5: Under any other session, it was discussed about the proposal for opening M.A course under KKHSOU. All the members are satisfied and welcome for the new course and they assured to provide full cooperation for expansion and promotion of the course. The meeting was ended with thanks by coordinator.







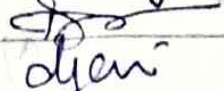



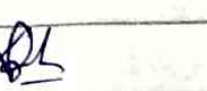
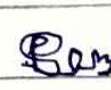


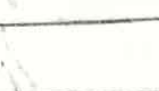
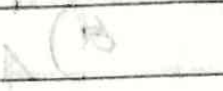
Minutes of the IQAC Meeting held on 16<sup>th</sup> June, 2015  
Session 2015-16

Venue: Seminar Hall  
Time: 1:30 PM

A meeting of the IQAC was organised on 16<sup>th</sup> June, 15 at 1:30 PM at the Seminar hall to discuss following agenda with the teaching staff

The meeting was attended by the following members

Members present:

<u>Sl No</u>	<u>NAME</u>	<u>SIGNATURE</u>
1	SARATAN Kalita	
2	Jinamani Ghyan	
3	Arati Dasias	
4	Dipati Bhagabati	
5	Rajus Goswami	
6	Pahari Soley	
7	Manjula Bora	
8	Sushanta Choudhury	
9	Dipati Bora	
10	Pradip Kr. Samon	
11	Mitali Brahma	
12	Uttara Phukan	



The meeting was dealt with the following agenda -

1. To review the plan of action undertaken for the year 2014-15 proposed in the last IQAC meeting held on 13-06-2014 and the same were confirmed.

2. To finalise plan of action for the academic year 2015-16.

After making discussion among the faculty members, the following plan of action for the Academic year 2015-16 was proposed -

a) preparation of class Routine, Academic calendar, course plan

b) Arrange guest lecture, popular talk, organise extension activities, celebration of important days for the benefits of students etc.

c) publication of research papers, articles, books, presentation of seminar paper at national and international level  
participation in

d) 1 Op, RC and short term course by the teachers.

e) discussion for part time teachers

f) Any others - (Yoga, NCC and NSS)

3. To prepare Annual Quality Assurance Report (AQAR) : 2015-16

Discussion :

Agenda - 1 A discussion was done and



reviewed the progress of action implementation for the year 2014-15. The progress and performance of plan of action was found satisfactory.

Agenda 2: After that it was finalised the plan of action for the academic year 2015-16. After making discussion among the members, the chairman of the IQAC constituted different committees like Routine committee, Academic calendar committee, women cell, NSS, NCC and directed to perform the entrusted responsibility dedicatedly. The head of the concerned department raised the issue of part time teachers to adjust their classes.

Agenda 3:

The chairman of the IQAC instructed the coordinator to prepare AQAR report 2015-16 in time and submit to the NAAC timely. The coordinator of IQAC also requested the head of the concerned departments to prepare their department profile, Individual Academic profile timely so as to prepare AQAR report.

The meeting was ended with vote of thanks by the coordinator, IQAC.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



Minutes of the IQAC Meeting held on 14-09-2015








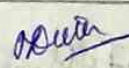


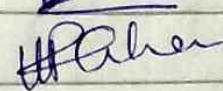
Venue: Seminar Hall

Time: 1. PM

A meeting of the IQAC was held on 14-09-15 at seminar hall to review the plan of action proposed in the last meeting held on 16-06-2015 and to discuss the following agenda

The meeting was attended by the following members

Members present:

Sl. No	NAME	SIGNATURE
1	Baratan Kalita	
2	Jenamani Bhuyan	
3	K. Gowari	
4	Krishna Gogoi	
5	Dipali Bhagabati	
6	Pahari Dele	
7	Dipali Bara	
8	Subhash Ch. O	
9	Moni Sutta Katoke	
10	Pradip K. Sarma	
11	Mitali Brahma	
12	Uttara Phukan	



The following agenda were discussed —

- 1) Students enrolment, result, Participation in games and sports, cultural activities etc.
- 2) Sessional examination, seminar
- 3) MRP for teachers
- 4) Arrange counselling, entry into service
- 5) Any others

### Discussion :

Agenda-1 A discussion was done on Students enrolment, result of different semester examination. The head of departments spoke the data of Students enrolment and result. The head of the departments are requested to motivate the students towards games and sports and decision was adopted to organise training camp on different sports event by the teacher. After making discussion, it was decided to organise cultural workshop.

Agenda 2: A discussion was hold on sessional examination and seminar. The respective head of the departments gave their view on sessional examination and seminar.

Agenda 3: A discussion was done on Minor Research project (MRP) of the teachers. The chairman of the lane requested to the teachers to complete their MRP those have got timely and to prepare a proposal for MRP.



Agenda-4: A discussion was done on counselling programme and entry in to service. The respective coordinator of career and counselling cell and entry into service to read out the report prepared by them and to inform the proposed programme of action during this year.

Agenda-5: under any other session, it was discussed about cleanliness programme under Bharat Swachhata Abhiyan and requested the concerned incharge of campus development cell to maintain dustbin culture and organise healthy cleanliness programme.

The meeting was ended with vote of thanks by the coordinator. I @ A.C.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam




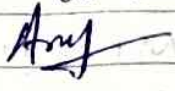
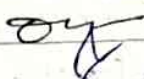


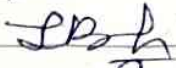




Minutes of the IQAC Meeting held on 28-11-2015  
Venue: IQAC Room  
Time: 2 PM

A meeting of the IQAC with the Non Teaching staff was held on 28-11-15 at IQAC Room at 2 PM to review the status of progress of action proposed in the last meeting held on 12-12-2014 and to discuss the following agenda -

The meeting was attended by the following members

Members present :

Sl.No	NAME	SIGNATURE
1.	Jenamom Shyja	
2.	Mubid Hussain	
3.	Uthman Phukan	
4.	Aravinda Aravind	
5.	Subhash Ch.	
6.	Prasanna Kothari	
7.	Deepak Borah	
8.	Tunmoy Barh	
9.	Lakshmi Halakata	
10.	Rahim Anjom Barh	

The meeting was dealt with the following agenda -

- 1) progress of construction
- 2) Financial support for the students.
- 3) Computer training for non-teaching staff



4) Library facilities - Books, Journals, Wi-Fi etc.

5) Hostel and canteen facilities

6) Organise friendly cricket match between teaching staff and non-teaching staff

7) New added computer lab, browsing centre

8) Organise yoga camp.

### Discussion:

Agenda 1: A discussion was held on ongoing construction in the colleges and after discussion it was found the progress of action is satisfactory.

Agenda 2: A discussion was done on financial

support for the needy and poor students. The office superintendent told in the meeting that already fund were sanctioned and released to the deserved students.

Agenda 3: A discussion was done on computer training for non-teaching staff. After making discussion among the members, it was decided to organise a training workshop on computer specially of Excel for the non-teaching staff.



Agenda-4: A discussion was done library facilities specially books, journals and wi-fi facilities and after making discussion among the members it was decided to purchase new books as the departments and wi-fi facilities are to be upgraded.

Agenda-5: A discussion was done on hostel and canteen facilities in the college and after discussion it was decided to constitute a hostel and canteen monitoring committee to monitor the facilities.

Agenda: 6: A discussion was done about the arrangement of friendly cricket match between teaching staff and non-teaching staff.

Agenda: 7 A discussion was held on new added computer lab and browsing centre in the college and after discussion it was decided to upgrade the laboratory.

Agenda-8: A discussion was done on organisation of yoga camp and the chairman of the IQAC, requested to all members to participate in the yoga camp.

The meeting was ended with vote of thanks by the coordinator, IQAC.



Thanks  
Principal  
D. C. B. Girls' College  
Jorhat Assam



Minutes of the IQAC Meeting with Alumni held  
on 18-04-2016

Venue: Seminar Hall  
Time: 1.30 PM

A meeting of the IQAC with Alumni was held on 18th April, 2016 in order to review the progress of action proposed and undertaken in the last meeting held on 5-04-2015.

The meeting was attended by the following members —

Members present:

Sr. No	NAME	SIGNATURE
1.	Dr. Anand Prasad	[Signature]
2.	Gwaponali Sankar	[Signature]
3.	Ranu Kalita	R. Kalita
4.	Deepankar	[Signature]
5.	Alakshya Acharya	[Signature]
6.	Mary Bays	[Signature]
7.	Pranta Kumar	[Signature]
8.	Ummu Basha	P. Logan
9.	Anjali Chulia Sankar	[Signature]
10.	Moumala Dasgupta	[Signature]
11.	Sushash Choudhary	[Signature]
12.	Uttara Phukan	[Signature]



The meeting was dealt with the following agenda -

- 1) Arrange guest lecture with Alumni
- 2) Guidance and counselling with the help of Alumni.
- 3) Discussion with Alumni for forthcoming Programme
- 4) Any others.

### Discussion:

Agenda-1: A discussion was done on arrangement of guest lecture with Alumni. After making discussion among the members, it was decided to organise guest lecture programme.

Agenda-2: A discussion was done on guidance and counselling by the Alumni. After making discussion it was decided to organise counselling programme for the students.

Agenda-3: A discussion was done about the proposed programmes to be undertaken in the coming days. It was proposed to undertake popular talk programme, awareness programme and provide financial assistance to the poor students etc.

Agenda-4: Under any other session, it was discussed about the publication a ~~journal~~ <sup>directory</sup> by Alumni. Accordingly, duties and responsibilities are assigned.



## Session 2016-17












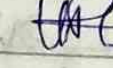

Minutes of the IQAC Meeting held on 16-06-2016

Venue: Seminar Hall  
Time: 1 P.M.

A meeting of the IQAC was organised on 16th June, 16 at Seminar Hall at 1 P.M to discuss the following agenda with the teaching staff.

The meeting was attended by the following members.

Members present:

<u>Sl. No.</u>	<u>NAME</u>	<u>SIGNATURE</u>
1	Sahadan Kalik	
2	Jenamani Shyan	
3	Krishna Gogoi	
4	Hrati Biswas	
5	Dipali Bhagabati	
6	Patna Goswami	
7	Pahari Goley	
8	Subhark Ch. on	
5.	Momi Sutta Kotoky	
6.	Dipali Bora	
7.	Pradeep K. Sarker	
8.	Mitali Brahma	
9.	Uttara Purhan	



## Agenda:

1) To review the progress of plan of action undertaken for the year 2015-16 proposed in the last meeting held on 16<sup>th</sup> June, 2015 and the same were confirmed.

2) To finalize plan of action for the academic year 2016-2017:

After making discussion among the faculty members, the following plan of actions for the Academic year 2016-17 was proposed.

a) Preparation of class routine, Academic calendar, course plan.

b) Admission procedure

c) Organise awareness programme, extension activities, guest lecture, popular talk

d) Publication of research papers, articles, books by the teachers.

e) Faculty improvement programme

f) Opening PGDCA under Dibrugarh University, UAC sponsored pre-primary teachers training, computer application course, continuance of certificate course.

3) To prepare Annual Quality Assurance Report (AQAR): 2016-17

4) Any other



## Discussion:

Agenda-1 A discussion was held to analyse the extent of progress of plan of action undertaken for the year 2015-16. After discussion, it was found satisfactory.

Agenda-2 A discussion was done to assign the faculty members to finalize the plan of action for the Academic year 2016-17. Accordingly, it was confirmed and duty and responsibility are assigned to the respective committee.

Agenda-3: A discussion was done on preparation of Annual Quality Assurance Report (AQAR) for the year 2016-17. The Chairman of the IQAC instructed the coordinator to prepare the AQAR in time. Accordingly, the coordinator also requested to all HOD of respective departments to prepare their departmental profile, Academic individual profile timely so as to submit AQAR in time.

Agenda-4: Under any other agenda, it was discussed about to organise extension activities regularly by the departments and keep documentation.

The meeting was ended with vote of thanks by the coordinator, IQAC.



Khuyen  
Principal  
D.C.B. Girls' College  
Jorhat Assam



Minutes of the IQAC Meeting with the Teaching Staff held on 13-09-2016

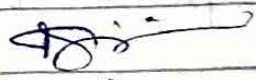


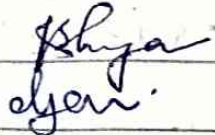

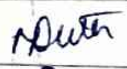




Venue: Seminar Hall

Time: 1 PM

A meeting of the IQAC was held with the teaching staff on 13/09/2016 at Seminar hall to review the progress of action that are proposed in the last meeting.

The meeting was attended by the following members —

Members present:

<u>Sl. No.</u>	<u>Name</u>	<u>Signature</u>
1	Arati Biswas	
2	Saantanu Kalita	
3	Krishna Gogoi	
4	Jenamani Bhuyan	
5	Bipari Bhagabati	
6	Sushresh ch. on	
7	Momi Saha Kotoky	
8	Sipali Bara	
9	Pradip kr. Samra	
10	Mitali Brahma	
11	Uttara Phukan	



## Agenda:

- 1) Discussion on Students enrolment and result of last semester.
- 2) Analyse feedback report of students, Alumni, Parents and their remedial measures.
- 3) Preparation of departmental profile and individual profile of faculty members.
- 4) Meeting with different cell and criteria of NEAC about their plan of action.

## Discussion:

Agenda-1: A discussion was done on Students enrolment and performance / achievement of the students in the last examination. The respective head of the departments read out the information in the meeting. The chairman of the IQAC requested to all members to take a corrective measures for upliftment of achievement of the students.

Agenda-2: An analysis was done on Feedback report of students, Alumni, Parents. After making discussion among the members, it was decided to take initiative for solving the problems and lacuna that are pointed out by them.

Agenda 3: A discussion was done on Preparation of departmental profile and individual profile of faculty members. The coordinator instructed the respective HOD to submit this within the notified date.



Agenda 4: A discussion was held among the members of teaching community in order to finalize the date of arranging meeting with assigned committee of NAAC criteria. Accordingly it was finalized the dates of holding discussion. The respective committees are instructed by the coordinator to prepare their report with documentations.

The meeting was ended with vote of thanks imparted by the coordinator IQAC for their active support and cooperation.



*Shyama*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



# Minutes of the IQAC Meeting with Non-teaching Staff held on 1-11-2016

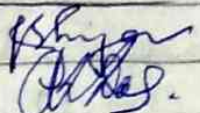



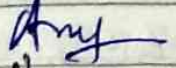






Venue: Seminar Hall

Time: 1:30 PM

A meeting of the IQAC with Non-teaching Staff was held on 1-11-2016 at Seminar hall to review the progress of action undertaken during the period and to discuss the following agenda.

The meeting was attended by the following members —

Members present:

Sl. No-	NAME	SIGNATURE
1.	Jayamini Shyja	
2.	Chandra Kantadas	
3.	Mubid Hussain	
4.	Uttara Phukan	
5.	Amrinda Uopai	
6.	Subkash Ch. on	
7.	Poasanda K. K. K.	
8.	Dipak Prasad	
9.	Tunmin Boh	
10.	Kalanini Hebar	
11.	Rakham Ranjani Bar	



## Agenda:

- 1) Scholarship and Aid fund of students
- 2) Library upgradation
- 3) Cleanliness under Bharat Swachche Abhiyan
- 4) Drinking water facility in hostel and campus
- 5) Ongoing construction of classrooms
- 6) Regular audit (Corpus fund, Admission fees, selling prospectus, fees from certificate course).

## Discussion:

Agenda-1: A discussion was held on scholarship and aid fund to the students. After making discussion it was decided to provide scholarship sponsored by the UAC and State government in line in accordance with fund sanction and released to the college and aid fund of will be provided to the needy and poor students as per college norms and criteria.

Agenda-2 A discussion was done on library upgradation. The librarian of the college pointed out and raised some problems of the library. Accordingly, it was decided to solve this problem as early as possible in consultation with the A.B.



Agenda 3: A discussion was done to organise a cleanliness drive at college campus as a part of Swachha Abhiyan by the non-teaching members in collaboration with NSS unit of the college for promoting better environment.

Agenda 4: A discussion was held on the facility of drinking water in hostel and college campus. After making discussion among the members it was decided to provide and install aqua Guard in the hostel and at certain places of campus with due permission of CB and authority.

Agenda 5: A discussion was held on ongoing construction of classroom. The Superintendent of office gave a brief report regarding availability of fund for infrastructural development.

Agenda 6: A discussion was done on regular audit done by the assigned persons and the office Superintendent told that it was found correct.

The meeting was ended with vote of thanks by the coordinator of LBAC.



*Signature*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



# Minutes of the IQAC Meeting with Alumni

held on 7-04-2017

Venue: Seminar Hall  
Time: 1.30 PM.

A meeting of the IQAC with Alumni was held on 7-04-17 at Seminar hall to review the progress of plan action undertaken in the last meeting held on 18-04-16.

The meeting was attended by the following members—

Members present:

Sl. No.	Name	Signature
1.	Mrs. Luna Jaye Halibarnah	B. Barnah
2.	Chandra Rekha Boruah	Cebuah
3.	Malabika Kotoky	Kotoky
4.	Rupamoni Bezora	R. Bezora
5.	Rasmita Borahelal Lahan	Lahan
6.	Jnamoni Hazarika	Hazarika
7.	Aklima Sumim Malik	Malik
8.	Aparajita Gayen Saitia	Saitia
9.	Tunmi Bnh	Bnh
10.	Pallobi Kalita	Kalita
11.	Dibyajoti Bora	Bora
12.	Parinida Hazarika	P. Hazarika
13.	Subhansu Choudhury	Choudhury
14.	Arati Biswas	Biswas
15.	Anjali Chutia Saitia	Saitia
16.	Pradip Kumar Sam	Sam
17.	Uttara Phula	Phula



## Agenda:

- 1) Arrange popular talk and guest lecture with Alumni
- 2) Sharing ideas and experiences of Alumni with the students
- 3) Discussion on forthcoming programme of Alumni Association
- 4) Any others

## Discussion:

Agenda 1) A discussion was done on organisation of popular talk and guest lecture with Alumni that are being performed at regular interval. After making discussion among the members, it was decided to continue these programmes.

Agenda 2: A discussion was held about sharing ideas and experiences of Alumni with the students. After discussion among the members, it was resolved to invite some prominent Alumni for sharing their experiences so to motivate the students.



Agenda - 3: A discussion was also held on forthcoming programmes to be undertaken by the Alumni Association. After making discussion among the members, it was finalized the plan of action for the year 2016-17.

Agenda 4: Under Agenda of any other, it was discussed to hold get together of Alumni at departmentally.

The meeting was ended with vote of thanks by the coordinator of IQAC.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



# Minutes of the IQAC Meeting held on 07/06/2017

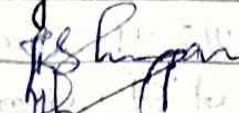
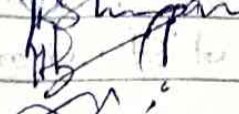
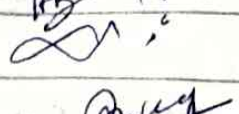
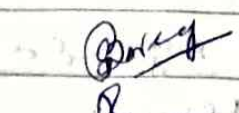
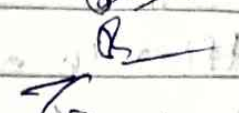
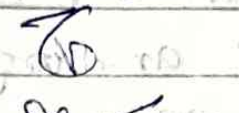
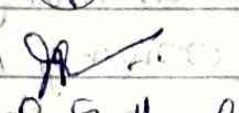
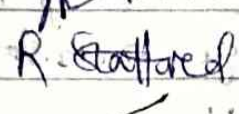
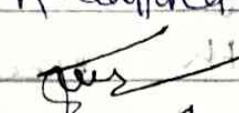
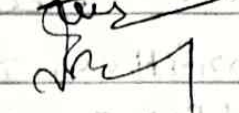
Venue - Seminar Hall

Time - 1 PM

A meeting of the IQAC was organised with the teaching staff of the college on 07/06/2017 at Seminar Hall. The meeting was presided over by Dr. Jiramani Bhuyan Principal and chairperson of IQAC. The meeting was held to review the progress of the action that were proposed in the last meeting.

In the meeting following members were present.

Members Present:

Sl no.	Name	Signature
1	Dr. Jiramani Bhuyan	
2	Moham Haganke	
3	Saastan Kalita	
4	Snigdha Bora Neog	
5	Sushash Ch. Das	
6	Tarun Saikia	
7	Jina Dille Choudhary	
8	Rupjyoti Staffed	
9	S. N. Dowera	
10	Ranjan Bhattacharya	



## Agenda of the Meeting

- ① Review of the last meeting held on 13/9/2016
- ② Discussion on the forthcoming National Seminar
- ③ Discussion on the Preparation of AQAR-2016-17 and 2017-18.
- ④ Arrange guest lecture, Popular talk, organise Extension activities, Celebration of Important days for the benefits of the students etc
- ⑤ Any other

### Discussion:

#### Agenda - 1

The Review of the last meeting held on 13/9/2016 was done and the result was found Satisfactory.

#### Agenda - 2

After that it was discussed about the arrangement and organisation of National Seminar on "Performing Arts of Assam in the Context of Globalization: Heritage, Transformation and Identity" on 23<sup>rd</sup> - 24<sup>th</sup> June, 2017. At this meeting, different committees like reception Committee, registration Committee, food Committee, Certificate Committee etc were formed to carry out the different activities smoothly and successfully.

#### Agenda - 3

A discussion was done on the Preparation of AQAR-2016-17 and 2017-18. In this regard the Principal requested the faculty members to submit their Personal Profile and Departmental Profile as soon as possible. And the chair person instructed the coordinator, IQAC to prepare and submit AQAR for the year on priority basis.



#### Agenda - 4

A discussion was also done about organization of awareness programme, field study, guest lecture, popular talk, celebration of important days, extension activities etc. The Head of the concerned department and convenors/coordinators of different cell are requested and encouraged to organise these activities at regular interval in and outside the college campus.

#### Agenda - 5

Under the heading of others it was discussed about the practice of Yoga and meditation. After discussion it was resolved that the practice of yoga and meditation will be organised on regular basis. Prof. Ratna Gogoi was entrusted the responsibility to carry out the Yoga and meditation programme in the college.

The meeting was ended with vote of thanks by the ASST. Coordinator.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam



Minutes of the IQAC meeting held on 18/09/2017

venue - Seminar Hall  
Time - 1 PM

A meeting of the IQAC with Teaching Staff was held on 18/09/2017 at Seminar Hall to review the report of plan of action undertaken in the last meeting held on 7/6/2017.

In the meeting following agenda were discussed.

Following members were present in the meeting

Members Present

Sl. No.	Name	Signature
1. DR.	DR. Jeramoni Phyan	[Signature]
2.	Saratan Kalita	[Signature]
3.	Moham Hazrike	[Signature]
4.	Snigdha Bera Neog	[Signature]
5.	Sushash ch. on	[Signature]
6.	Tarun Saikia	[Signature]
7.	Jana Datta Choudhury	[Signature]
8.	Rupjyoti Staffred	[Signature]
9.	S. N. Dowerdi	[Signature]
10.	Ranjana Bhattacharyya	[Signature]



## The Agenda of the meeting

- ① Review of the last meeting.
- ② Discussion on the celebration of diamond Jubilee ceremony.
- ③ To discuss 3<sup>rd</sup> cycle assessment and accreditation of NAAC
- ④ Discussion on the Publication of Research Papers, Books, Presentation of Seminar papers at National/International Seminar
- ⑤ Any other

## Discussion:

Agenda-1: A discussion was done and reviewed the progress of action undertaken for the year 2017-18. The progress and performance of plan of action was found Satisfactory.

Agenda-2: A discussion was done on the Celebration of diamond Jubilee. At this meeting the chairperson of the IQAC requested the faculty members to participate the Programme actively. In her speech the chairperson urged everyone to gear up for all kind of preparation for the same.

Agenda-3: A discussion was also done about the 3<sup>rd</sup> cycle assessment and accreditation of NAAC for the college. In the meeting following resolutions were taken

- ① Resolves to make all necessary arrangement and collect required data within the stipulated time for preparation of AQAR, IISA etc.



(b) In the meeting NAAC Steering Committee, Composition of IQAC etc. are formed for NAAC Assessment and accreditation.

(c) Annual Quality Assurance Report from 2012-13 to 2017-18 should be prepared and submitted to NAAC as soon as possible.

Agenda 4:- A discussion was done on the Publication of Research papers, BOOKS, Presentation of Seminar Papers at national or international Seminars. It was resolved that the teaching staff of the College should publish their research articles/paper in UGC refereed journal by which the college will be more benefited. The members of the teaching fraternity are requested to participate in the aforesaid programme regularly keeping in mind that no normal classroom teaching is hampered.

Agenda-5: Under the heading of any other it was discussed about ~~the~~ to organise extension activities regularly by the departments and other Committees or cells and keep documentation.

The Meeting was ended with vote of thanks by Coordinator, IQAC.

*[Signature]*  
Principal  
D.C.B. Girls' College  
Jorhat Assam





# Minutes of the meeting IQAC with Alumni

Held on 18/01/2018, Venue - Seminar Hall  
Time - 11 AM

A meeting of the IQAC with Alumni was held on 18/01/2018 at Seminar Hall to review the Progress of Plan of Action undertaken in the last meeting held on 07/04/2017

The meeting was attended by the following members.

## Members Present

Sl. no	Name	Signature
1	Jina moni Hazarika	<u>Hazarika</u>
2	Arjuna Rajkhowa	<u>Bora</u>
3	Palakshi Bora	<u>Bora</u>
4	Smrita Kalita	<u>S. Kalita</u>
5.	Manita Dutta Borah	<u>Manita</u>
6.	Lipanjali Nath	<u>L. Nath</u>
7.	Aklima Sumim Malik	<u>Malik</u>
8	Muradmoni Lakhare	<u>M. Lakhare</u>
9	Monima Kalitshun	<u>M.</u>
10.	Mina Khoshrak	<u>M. Khoshrak</u>
11.	Luki Bondola	<u>Bondola</u>
12.	Kajorey Devi	<u>Devi</u>
13.	Malabika Kotoky	<u>Kotoky</u>
14.	Sushash ch. Oa	<u>Oa</u>
15	Jenamini Bhuyan	<u>Bhuyan</u>



## Agenda of the meeting:

- ① To discuss on the Collection of contribution of Alumni
- ② Discussion on arranging alumni meet during diamond jubilee closing ceremony
- ③ Others

### Discussion :

#### Agenda 1 :

A discussion was done on the collection of contribution of Alumni for forthcoming diamond jubilee closing ceremony. After discussion it was resolved that the alumni will contribute for the programme and they will arrange cultural programme for diamond jubilee.

#### Agenda 2 :

Under agenda two of the discussion, it was decided that the first day of the diamond jubilee closing ceremony, the alumni will arrange alumni meet. The chairperson of the TRAC requested the alumni to participate the programme actively.

#### Agenda 3 :

Under agenda others, a discussion was also done for the forthcoming programme to be undertaken by the Alumni Association. After making discussion among the members it was finalised the plan of action for the year 2017-18.



The meeting was ended with  
vote of thanks by the asst. coordinators.



*[Signature]*  
Principal  
D. C. B. Girls' College  
Jorhat Assam







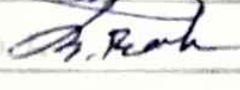


Minutes of the IQAC Meeting with Non-Teaching Staff. Held on 06/03/2018, Venue - Seminar Hall, Time - 2PM

The meeting of the Internal Quality Assurance Cell was held on 06/03/2018 at old teachers' common room of the college with non-teaching staff. The chairperson of the IQAC welcomed the all members to the meeting and asked Coordinator to convene the meeting.

The meeting was attended by following members —

### Members Present

Sl. no.	Name	Signature
1	DR. Jitendra Bhatnagar	
2	Dipak Prasad	
3	Rakshita Sengupta	
4	Subhash Ch. Das	
5	Babul Kumar	
6	Charan K. Das	
7	Babul Ch. Das	



## Agenda of the meeting

1. To discuss on ongoing construction
2. Discussion on students Scholarships.
3. vacancy of teaching and non-teaching staff and their present status.
4. Others.

## Discussion :

### Agenda - 1 :

A discussion was done on ongoing construction. The office Superintendent said the construction of the infrastructure was done according to the fund allotment given by the Government of Assam and UGC. The record is maintained properly.

### Agenda - 2 :

A discussion was done about the students Scholarships for the poor and needy students of the college. After the discussion among the members present in the meeting, it was decided that the poor students should be given financial help for their study. And the chairperson said the poor students should be encouraged for better result. The chairperson of IOAC instructed the office Superintendent to make it inform to all the Head of the Departments of the college to prepare a list of students belonging to BPL family.



### Agenda 3:

A discuss was also done on the vacancy of teaching and non-teaching staff and their present status. The office Superintendent said the shortage of teaching and non-teaching staff have created lots of problem in academic and administrative field. So, he requested the authority of the college to take a step and send proposal for seeking post fillup to the Govt. of Assam. The authority of the college expressed her willingness and interest to take the initiative.

### Agenda 4:

under agenda others, it was discussed about the different leave availed by the teaching, non-teaching staff, Promotions, regular audit, upto date Service book etc.

The meeting was ended with vote of thanks by the Coordinator.



Principal  
D. C. B. Girls' College  
Jorhat Assam