

On 22nd December, 2020, an urgent meeting of IQAC with the (HOD) Heads of the Departments of the College was held at the IQAC room at 12 p.m.

The meeting was organised to discuss about the date of commencement of the 1st sessional examination. The meeting was presided over by the Vice-Principal of the College, Dr. Uttara Phukan. The agenda of the meeting is—

- ① Discussion on the date of 1st sessional examination.
- ② Discussion on the test^{exam} of Higher Secondary 1st year and Second year.
- ③ Discussion on the syllabus of the Skill development Course.

Discussion

The Co-ordinator of the IQAC, explained the purpose of the meeting. Vice-Principal Uttara Baidya suggested that all the departments of the college should organize the 1st sessional examination of the Core subjects before 4th January, 2021.

The Heads of the different departments discussed the necessity of Higher Secondary test examination. Along with, a discussion was held on the syllabus of skill enhancement course.

Resolution

- ① 1st Sessional examination of Core Subjects of all the departments will be held before 4th January.
- ② The HOD's of different departments will arrange the examination as per their convenience.
- ③ The examination for Generic course will be scheduled in the second sessional examination.
- ④ Higher Secondary test examination for 1st year and 2nd year will be held after 16th January.

Name	Signature	Date
Jenamani Bhan	Bhan	
Uttara Phukan	Phukan	
Biswami Goswami	Goswami	
Mohan Dasgupta	Dasgupta	22.12.20
Kakoli Goswami	Goswami	22/12/20
V. D. Dowerah	Dowerah	
Bijoy Krishna Borah	Borah	
Rupjyoti Sattaraj	Sattaraj	
Manjula Borah	Borah	22/12/20
Lokesh Borah	Borah	
N. Raj Kumar Borah	Borah	
Keshan Bhattacharya	Bhattacharya	
Deepti G. Manin	Manin	
Pohari Doley	Doley	
Lata Goswami	Goswami	
Gouri Bhattacharya	Bhattacharya	22/12/20
Moni Dutta Kotoky	Kotoky	
Smigdha Bora Neag	Neag	22/12/20
S. Susana Choudhary	Choudhary	
Pranalochar Nath	Nath	
Biswajoti Dutta	Dutta	
Rashmi Kachari	Kachari	



CO-Ordinator
IOAG
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Bhan
Principal
DCB Girls' College
Jorhat, Assam

On 9th march, 2020, an urgent meeting was organised by IQAC with the members of the core committee.

Agenda :- ① To discuss the pandemic situation.
② Others

Discussion

The meeting discussed about the outbreak of covid-19 pandemic all over the world. The meeting also discussed about the possible outcomes of the situation, the process of teaching learning evaluation and so on.

Resolution

- ① To organize awareness campaign on covid-19 in the neighbouring areas of the college and continue the teaching learning through whatsapp and other means.
- ② The department of Chemistry will be requested to prepare hand sanitizer.

Sr No	Name	Signature
1	Jiramani Shyan	Jshyan
2	Uttara Parben	Uttara
3	Deepa Hazarika	DH
4	Dr. Subash C. D.	Subash
5	Laxmi Bora	Laxmi
6	Mouidatta Kotoky	Mouidatta
7	Snigdha Bora Neag	Snigdha
8	Padma Lochan Nath	Padma
9	Nandita Marzunder	Nandita
10	Ratna Goss	Ratna
11	Bivajanti Dutta	Bivajanti
12	Mitali Brahma	Mitali
13	Anjali Chuti Saikia	Anjali
14	Deepa Goswami	Deepa

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Jshyan
Principal
DCB Girls' College
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Signature of the members present on the IQAC meeting
on 06-01-2020

Sl no	Name	Signature
1	Jenamani Bhuyan	Bhuyan
2	Haran Pater	Pater
3	Deepa Hazarik	Hazarik
4.	Dr. Sushanta Ch. Ojha	Ojha
5.	Lakesh Bara	Bara
6.	Moumita Katoke	Katoke
7.	Snigdha Bara Neog	Neog
8.	Padmalochan Nath	Nath
9	Mitali Brahma	Brahma
10.	Nandita Mazumder	Mazumder
11	Manjula Borz	Borz
12	Bivansita Dutta	Dutta
13	Anjali Chutia Saikia	Saikia
14	Deepa Goswami	Goswami
15	Rashima Kachari	Kachari



Bhuyan
Principal
College

06-01-2020

On 6th January, 2020, a meeting was held with the new members of IQAC at the IQAC room. The meeting was presided over by the principal of the college. The agenda of the meeting was as follows:-

- ① Discussion on class-routine of even semester, i.e. 2nd, 4th and 6th semester.
- ② Discussion on Career Counselling.
- ③ Discussion on 1st sessional examination.
- ④ Others

Discussion

- ① The co-ordinator of the IQAC welcomed everyone and started with the discussion of class-routine of even semester, that is, 2nd, 4th and 6th semester students. As the new session began in January, the co-ordinator asked the heads of different departments to distribute the new routine among the students.
- ② The meeting also discussed ~~the~~ to conduct the sessional examinations as per the instructions of Academic calendar.

Resolution

- ① The meeting took the resolution to organize some programmes on Career Counselling.
- ② The meeting took the resolution that the Heads of the different departments will be intimated to prepare the set of question papers for the first sessional examinations.
- ③ The meeting resolved that an extension programme

→ will be organised on the occasion of International Women's Day and the secretary of the Women Study Cell will be requested to do the needful.

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IQAC meeting on 22/11/2019

On 22nd November, 2019, a meeting was organised by the IQAC with the following members on the IQAC room. The meeting was presided over by the Principal of the college.

Sl. No.	Members	Signature
1	Jeramon Bhuyan	<i>[Signature]</i>
2	Haron Akter	<i>[Signature]</i>
3	Deepa Hazarika	<i>[Signature]</i>
4	Dr. Subash Ch. Das	<i>[Signature]</i>
5	Lokesh Boro	<i>[Signature]</i>
6	Mou Deutta Kotoky	<i>[Signature]</i>
7	Snigdha Bora Neog	<i>[Signature]</i>
8	Padma Lochan Nath	<i>[Signature]</i>
9	Mitali Borahma	<i>[Signature]</i>
10	Nandita Mazumder	<i>[Signature]</i>
11	Ratna Goswami	<i>[Signature]</i>
12	Manjula Bora	<i>[Signature]</i>
13	Bivanti Datta	<i>[Signature]</i>
14	Deepa Goswami	<i>[Signature]</i>
15	Rashima Kachari	<i>[Signature]</i>
16		

[Signature]
 CO-Ordinator
 IQAC
 D. C. B. GIRLS' COLLEGE
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[Signature]
 Principal
 DCB Girls' College
 Jorhat, Assam

Date :- 22/11/2019

Agenda

- ① Constitution of committees for AQAR criteria.
- ② Any other.

Discussion

- ① In this meeting, the Principal and the Vice-Principal discussed on the constitution of new committee for AQAR criteria.
- ② They proposed the names of the Assistant co-ordinator of IQAC and convenors of different committees.

Resolution

- ① The meeting took the resolution to -
 - (i) appoint two Assistant co-ordinators of IQAC.
 - (ii) appoint convenors and members from the faculty members of teaching and non-teaching staff.

Signature

CO-Ordinator
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IQAC meeting on 02/8/2019

On 02/8/2019, a meeting was organised by IQAC with the following members in the IQAC room to discuss some important issues after the NAAC assessment. The meeting was presided over by the principal of the college. The agenda of the meeting was as follows:-

Agenda

- ① Discussion on NAAC result
- ② Discussion on sessional examination and progression of academic deliberation
- ③ Discussion on student's feedback.

Discussion

- ① Principal of the college discussed the result of NAAC assessment and also highlighted the drawbacks of the institution. The principal also ~~was~~ focused on some action plans for future development of the institution.
- ② In this meeting, different issues of academic ~~and~~ progression were discussed. The co-ordinator of the IQAC pointed out the smooth conduct of classes of all the semesters. Special emphasis was given on the sessional examination.

- ③ Students feedback were discussed.
 Feedback forms were analysed and sent to respective departments.

Resolution:-

- ① Further steps will be taken to improve the internal quality of the college.
 ② IQAC will be strict on the recommendations of the NAAC

Sl no	Name	Signature
1.	Padma Lodan Wath	
2.	Nandita Marzandis	
3.	Rahim gop.	
4	Mitali Borahmra	
5	Maujula Bora	
6	Bivandita Dutta	
7	Deepa Hazarika	
8	Dipali Borah	
9	Dipali Bhagwati	
10	Deeparani Gosewami	
11	Rashmia Kachari	
12	Snigdha Bora Neog	

9105/11/22 no problem IQAC
 Date: 22/11/2019

Sl no	Name	Signature
13	Jinamini Shya	
14	Uttara Pal	
15	Deepa Hazarika	
16	Sushanta Ch. Das	
17	Lokesh Barua	
18	Mouli Sultana Kotoky	

Principal
 DCB Girls' College
 Jorhat, Assam

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 DCB Girls' College

DATE OF MEETING	RESOLUTIONS	ACTIONS TAKEN
8/2/2019	To take active steps for the execution of the recommendations of the NAAC peer team.	One of the recommendation of the NAAC Peer team was installation of sanitary Pad vending Machine in the college campus. The college has installed two sanitary pad vending machines in the campus.
11/22/2019	To form the new committee of IQAC	The new IQAC committee was formed.
1/6/2020	To organize career counselling programmes	The career counselling cell and the department of Botany organised 4 (Four) programmes.
3/9/2020	<ol style="list-style-type: none"> 1. To organize awareness campaign on covid-19 pandemic. 2. To prepare hand sanitizer 3. To continue teaching-learning through online mode. 	<ol style="list-style-type: none"> 1. The College organized awareness camp at K.K.Barua road and at different places of A.T. Road ,Jorhat. The department of Chemistry prepared hand sanitizer 3. Online teaching through Google classroom, Google meet ,zoom video meetings were regularly conducted.
12/22/2020	To conduct sessional examinations and test examinations.	The sessional examinations for the Core and Generic subjects were conducted

None

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Principal
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