

Minutes of the Meetings and compliances: 2020-2021

D.C.B. Girls' College
Jorhat

6.5.3 - Annual Report on quality assurance initiatives of the institution

1. Regular meeting of the Internal Quality Assurance Cell:

The IQAC organized 4 (four) meetings i.e. one in every quarter to plan for the internal quality assurance of the college by following the Covid Protocols.

MINUTES OF The IQAC MEETINGS: 2020-2021

| DATE OF MEETING | RESOLUTIONS | ACTIONS TAKEN |
|-----------------|---|---|
| 22/12/2020 | To conduct sessional examinations and test examinations. | The sessional examinations for the Core and Generic subjects were conducted. |
| 30/3/2021 | To constitute a task force to prepare the implementation plan on Quality mandate for the session 2020-2021. | Task force was constituted and uploaded names in the UGC website. |
| 23/9/2021 | 1.To organize one week TET coaching classes. 2. To start certificate courses for fifth and sixth semester students | <ul style="list-style-type: none">• One week TET coaching programme was organized by the institution.• Certificate course on wildlife photography was also introduced. |
| 19/11/2021 | 1.To submit AQAR on time 2.To form a new core committee of IQAC | <ul style="list-style-type: none">• AQAR of 2018-2019 and 2019-2020 was submitted to NAAC on time.• The new IQAC core committee was formed. |

Rhyan
Principal
DCB Girls' College
Jorhat, Assam

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 baiden 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 HODs 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 |
|---------------------------------|--------------------------------|
| Joramoni Shyam Uttara Phukan | J Shyam Uttara Phukan |
| Biswajit Goswami | Biswajit Goswami |
| Moham Hossain | MH - 22/12/20 |
| Kukila Gomei | KG - 22/12/20 |
| S. N. Bowershi | SNB |
| Poojay Krishna Dasrak. | PKR |
| Rupjyoti Stottared | R. Stottared. 22/12/20 |
| Mansila Borra | Mansila Borra |
| Lokesh Borra | Lokesh Borra |
| Niruj Kumar Borra | Niruj Kumar Borra |
| Rashmi Rekha Dasrak | Rashmi Rekha Dasrak |
| Devaly G. Manin | Devaly G. Manin |
| Paharioley | Paharioley |
| Ratna Goswami | Ratna Goswami |
| Gousi Bhattacharya | Gousi Bhattacharya 22/12/20 |
| Moumi Dutta Kotak | Moumi Dutta Kotak |
| Snigdha Bora Neog | Snigdha Bora Neog 22/12/20 |
| Or. Jussara Choudhury | Or. Jussara Choudhury |
| Padmalochan Nam | Padmalochan Nam |
| Biswajit Dutta | Biswajit Dutta |
| Rashmi Kachari | Rashmi Kachari |



CO-Ordinator
IQAC
D. C. B. GIRLS' COLLEGE
JORHAT-1

Principal
DCB Girls' College
Jorhat, Assam

IQAC Meeting
on
30-03-2021



On 30th March, 2021, an urgent meeting of IQAC was held in the IQAC room at 1:30 p.m. to discuss some important issues. The meeting was presided over by the Principal of the college.

The following agenda were discussed:-

- Agenda:-
- ① Constitution of task force for Quality Mandate
 - ② Preparation of implementation plan
 - ③ Others.

Discussion:-

① A discussion was held in this meeting to constitute a task force as per UGC recommendation letter no - D.O.No.4-1/2021 (HEQIP). IQAC has been engaged in different programmes of higher education by organising webinars in the lockdown period, on Higher Education National Education Policy, 2020 and so on.

② In this meeting, a task force for Quality Mandate was constituted. The vice-principal suggested the names of the members of the

- task force :-
- ① Dr. Jinamoni Bhuyan - Principal
 - ② Dr. Uttara Phukan - Vice-principal
 - ③ Dr. Momi Dutta Kotoky - Co-ordinator, IQAC
 - ④ Mr. Tarun Saikia - Member
 - ⑤ Dr. Subhash Ch. Das - "
 - ⑥ Mrs. Dipali Bora - "
 - ⑦ Dr. Bikash Sarma - "



- ⑨ Mrs. Pahari Doley — Member
⑩ Dr. Shamim Rahman — Member

Resolution:-

- ① The meeting authorised the newly constructed task force to prepare the implementation plan on Quality mandate for the session 2021-2022.
- ② The meeting suggested the task force to follow the ppts prepared by Dr. D.P Singh, Chairman, UGC, while preparing the implementation plan.
- ③ At the end, the co-ordinator of IQAC, Dr. Momi Dutta Kotoky offered vote of thanks.

| Name | Sign |
|---|--|
| ① Dr. Jinamoni Bhuyan (Principal) | |
| ② Dr. Uttara Phukan (Vice-Principal) | |
| ③ Dr. Momi Dutta Kotoky (Co-ordinator, IQAC) | Principal DCB Girls' College Jorhat, Assam |
| ④ Mr. Tarun Saikia | |
| ⑤ Dr. Subhash Ch. Das | |
| ⑥ Mrs. Dipali Bora | |
| ⑦ Dr. Bikash Sharma | |
| ⑧ Dr. Snigdha Bora Neog | |
| ⑨ Mrs. Pahari Doley | |

IQAC Meeting
on
23/09/2021

IQAC meeting with criterion -1 curricular Aspects

on 23rd Sept, 2021, IQAC meeting was organised at Principal's Room to discuss some important issues on curriculum.

- Agenda :-
- ① To discuss departmental activities and achievement.
 - ② To discuss important issues of curriculum development.
 - ③ To initiate collaborative works for social welfare.
 - ④ Others.

Discussion :-

In the meeting, discussions regarding innovation on curriculum aspects were made and introduction of various income generating ~~like~~ certificate courses on wild-life photography by Department of Zoology and map-making courses by Department of Geography, Mushroom cultivation by Department of Botany were put forward.

One week training cum coaching on Teacher Eligibility Test (TET) was proposed by the Principal with Sr. Jogesh Changoi and Sr. Anupal Saikia as the co-ordinator.

Various other courses related to interior designing, Apparel Designing, Anchoring, Event Management, Make-up, cooking, spiritual Enhancement, Mobile repairing, spoken English etc. were also discussed for introduction in the next session.

Resolution :-

- (1) To start certificate course on wildlife photography for 5th & 6th semester students.
- (2) To organize one week TET coaching programme.

| Sl. No. | NAME | SIGNATURE |
|---------|---|-----------|
| 1. | Sr. Jiramoni Bhuyan (Principal) | |
| 2. | Sr. Uttara Phukan (Vice Principal) | |
| 3. | Sr. Homi Dutta Kotoky (Co-ordinator, IQAC) | |
| 4. | Sr. Deepa Hazarika | |
| 5. | Sr. Subhash Das | |
| 6. | Sr. Shamim Rahman | |
| 7. | Sr. Anupal Saikia | |
| 8. | Sr. Rashima Kachari | |
| 9. | Sr. Snigdha Bora Neog | |
| 10. | Mrs. Bhawati Das | |

Principal
DCB Girls' College
Jorhat, Assam

IQAC Meeting

on

19-11-2021

On 19th November, 2021, an urgent meeting of IQAC was held at Principal's room to discuss some important aspects of structure of IQAC and process of submission of AQAR to NAAC.

Agenda :- ① Discussion on submission of AQAR.

② Selection of New member of IQAC

Core Committee from Industrialists as per NAAC revised guidelines.

③ Others.

Discussion :-

① The co-ordinator of IQAC welcomed

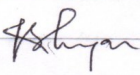
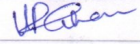
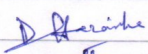

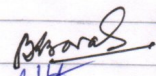

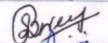

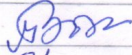

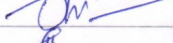

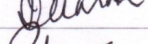
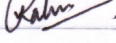
everyone and explained the procedures of submission of AQAR. The co-ordinator also highlighted the selection of new member of IQAC Core Committee from Industrialists section as per NAAC revised guidelines.

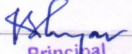
② Vice-Principal Uttara Phukan baiden suggested the name of Mr. O.P. Gattani, Proprietor of Gattani Industries. Dr. Deepa Hazarika baiden supported the proposal.

Whyan

Resolutions:- ① To submit the AQAR of 2018-2019 and 2019-2020 ~~on~~ on time.

② To form a new core committee of IQAC as per NAAC Revised guidelines

| Sl NO | NAME | SIGNATURE |
|-------|--|--|
| 1 | Dr. JINAMONI BHUYAN (PRINCIPAL) |  |
| 2 | Dr. Uttara Phukan (Vice-Principal) |  |
| 3 | Dr. Deepa Hazarika |  |
| 4 | Dr. Momi Dutta Kotoky (Co-ordinator) IQAC |  |
| 5 | Bijoy Krishna Borah. |  |
| 6 | Bivarnito Duta |  |
| 7 | Snigdha Bora Neog |  |
| 8 | Anjali Chutia Scekia. |  |
| 9 | Manjula Bora |  |
| 10 | Nebedita Changkakoti |  |
| 11 | Inshir Sen |  |
| 12 | Jyosthna Hazarika |  |
| 13 | Ipshita Suar |  |
| 14 | Dr. Shamim Rahma (Co-ordinator) |  |


Principal
DCB Girls' College
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