

**IQAC MEETING OF MDKG COLLEGE  
DIBRUGARH**

Date	Meeting	Time	Venue
4-10-2022	IQAC Meeting with faculty members of the College	2 pm	Room no.1.of Arts block of the College
23-11-2021	IQAC General Meeting	2 pm	Room no.1.of Arts block of the College
11-2-2022	IQAC Core committee meeting	2 pm	Room no.1.of Arts block of the College
29-4-2022	IQAC Meeting with Heads of the Department	3 pm	Room no.1.of Arts block of the College
2-05-2022	IQAC Meeting with Curricular aspects	2 pm	Office of the Principal
4-05-2022	IQAC Meeting with the programme officer of NSS/NCC/PTM	2 pm	Office of the Principal
9-5-2022	IQAC Meeting with the committee of Research, Innovation and Extension	12.00 pm	Office of the Principal
9-5-2022	IQAC Meeting with the committee of Teaching, Learning and Evaluation	1.00 pm	Office of the Principal
10-5-2022	IQAC Meeting with Committee of Student Support and Progression	12 pm	Office of the Principal
10-5-2022	IQAC meeting with Committee of Governance, Leadership and Management	1 pm	Office of the Principal
11-5-2022	IQAC Core committee meeting	12 pm	Room no.3. of Arts block of the college
11-5-2022	IQAC meeting with Non-teaching staff of the College	1 pm	Office of the Principal
19-5-2022	IQAC meeting with the Student Union of the College	1 pm	Office of the Principal
30-5-2022	IQAC meeting with Committee of Infrastructure and Learning resources	12 pm	Office of the Principal
30-5-2022	IQAC Meeting with the library staff	1 pm	Office of the Principal
31-5-2022	IQAC Meeting with the Committee of Institutional Values and best practices	2 pm	Room no.1.of Arts block of the College



**MEETING DATE: 4-10-2021**  
**IQAC GENERAL MEETING**

A general meeting of IQAC was held on 4<sup>th</sup> October, 2021 in room no.1 of arts block of MDKG College, Dibrugarh in presence of the faculty members of the college. At the very outset, Dr. Utpal Sut, IQAC Coordinator of the college extended his heartfelt welcome to the members present in the meeting and stated the objective of the meeting. Thereafter, Dr. Sut requested to Dr. Nibedita Phukan, Principal of the College to chair the meeting. Accordingly, Dr. Phukan chaired the meeting and suggested the IQAC Coordinator to go with the agenda.

**Item no.1. Discussion on Curricular aspects:** As per agenda of the meeting, Dr. Sut explained the need of discussion of each and every metric of Curricular aspects. The members discussed about the issues related to curricular planning and implementation, academic flexibility, curriculum enrichment and feedback system. All the members opined for the introduction of certificate/add-on programs in academic course of the college. Dr. Sut brought notice to the fact of taking feedback from teachers, employers and alumni of the college. All the members agreed with Dr. Sut.

**Item no.2. Discussion on Teaching, Learning and Evaluation:** Dr. Sut explained the need of discussion of each and every metric of Teaching, Learning and Evaluation. The members discussed the different issues like student enrolment and profile, catering to student diversity, teaching learning process, teacher profile and quality, evaluation process and reforms, student performance and learning outcomes and student satisfaction survey. Dr. Sut requested the faculty members to use ICT in teaching, learning process and keep record of the same. He also suggested to hold mentor-mentee meeting once in a month. The members agreed with him.

**Item no.3. Discussion on Research, Innovations and extension:** Dr. Sut raised the different issues pertaining to research, innovations and extension like resource mobilization for research, research publication and awards, extension activities and collaboration. The members of the meeting discussed issues in details.

**Item no.4. Discussion on Infrastructure and learning resources:** Dr. Sut pointed out the issues related to infrastructure and learning resources like physical facilities, library as a learning resource, IT infrastructure, maintenance of Campus infrastructure etc. and members discussed the issues.

**Item no.5. Discussion on Student support and progression:** Dr. Sut raised the issue of inclusion of new inputs in the criterion of student support and progression like student support, student progression, student participation and activities and alumni engagement and the members discussed the issues.


**Item no.6. Discussion on Governance, Leadership and Management:** The IQAC Coordinator placed the issues related to governance, leadership and management like institutional vision and leadership, strategy development and deployment, faculty empowerment strategies, financial management and resource mobilization and internal quality assurance system etc before the members and members discussed the issues.


**Item no.7. Discussion on Institutional values and best practices:** The IQAC Coordinator felt the need of discussion of the issues related to institutional values and best practices like institutional values and social responsibilities, best practices and institutional distinctiveness etc. and members discussed the issues.

After discussion, the following resolutions were adopted in the meeting.

1. Resolved that draft of proposal of add-on course be prepared by each and every department of the college
2. Resolved that feedback from Teachers, employer and the alumni of the college be taken by the feedback committee.

The meeting ended with vote of thanks from the chair.

  
Dr. Utpal Sut 5/10/2021  
IQAC Coordinator  
MDKG College  
Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College  
Dibrugarh  
Principal  
Matouhari Devi Kanol Girls' College  
Dibrugarh

# IOAC Meeting (General)

Camlin Page  
Date 4/10/2021

Purpose: To discuss about the criteria of A&AR.

## Members Present:

1. Dr. Nivedita Phukan N Phukan  
2/11/2021
2. Purnima Chutia Phukan  
4/10/2021
3. Dr. Utpal Saha Saha  
4/10/2021
4. Anisuddha Datta Datta  
04/10/2021
5. Manashi Sharma Sharma  
4/10/21
7. Jogesh Das Das  
4/10/2021
8. Borvati Nath Saverah Saverah  
4/10/2021
9. Dr. Mandira B. Saha Saha  
4/10/21
10. Dr. Malina Banerjee Banerjee  
04/10/2021
11. Dr. Akshay P. Chakrabarti Chakrabarti  
04/10/21
12. Dr. Rizia B. Sarker Sarker  
4/10/2021
13. Ujjal Goswami Goswami  
4/10/2021
14. Dipankar Sarma Sarma  
04/10/2021
15. Jyoti Devi Gogoi Gogoi  
04/10/2021
16. Jyoti Sarka Sarka  
4/10/21
17. Monika Gogoi Gogoi  
4/10/21
18. Puspa Gankharia Gankharia  
4/10/2021
19. Dr. Shreemoye Bardoloi Bardoloi  
04/10/21
20. Sanghanita Senka Senka  
04/10/21
21. Dr. Sukanya B. Chakrabarti Chakrabarti  
04/10/21
22. Dr. Rishi Majumdar Majumdar  
4/10/21
23. Ananta Goswami Goswami  
4/10/21
24. Mitali Sonowal Sonowal  
04/10/2021
25. Parmita Phukan Phukan  
4/10/2021
26. Dr. Purnima Senka Senka  
4/10/2021
27. Rimpi Sarma Sarma  
4/10/2021
28. Kabjanku Datta Datta  
4/10/21
29. Polly Sarker Sarker  
4/10/21
30. Purnima Gogoi Gogoi  
4/10/21

31. Bhagyalaxhi Barmah

B Barmah  
4/10/21

32) Nayan Jyoti Samal

Barmah  
04/10/2021

33) Rajjyoti Yoga

Ry

34) Dr. Uma Devi

U  
04/10/2021

35) Banani Das

B  
04/10/2021

36) Monshumi Bredhi

B

37) Manisha Dutta Hazarika

M  
4/10/2021

38) Shekhar Chakraborty

S  
4/10/21

39) Dr. Belin Bendeigne

B  
4/10/2021

40. Dr. Ashwini Maesay

A  
4/10/21

41. Dr. Punyapurna Barch

B  
4/10/21

~~42. Dr. Anjali Mishra~~

~~A  
4/10/21~~

~~43. Sanghamita Saikia~~

~~S  
4/10/21~~

MEETING DATE: 23-11-2021  
IQAC GENERAL MEETING

A general meeting was held on 23<sup>rd</sup> November, 2021 in room no.1.of arts block of MDKG College, Dibrugarh in presence of the faculty members of the college. At the very outset, Dr.Utpal Sut, IQAC Coordinator of the college extended his heartfelt welcome to the members present in the meeting and stated the objective of the meeting. Thereafter, Dr.Sut requested to Dr.Nibedita Phukan, Principal of the College to chair the meeting. Accordingly, Dr.Phukan chaired the meeting and suggested the IQAC Coordinator to go with the agenda.


**Item no. 1.** As per agenda of the meeting, Dr. Sut explained the need of discussion of each and every metric of Curricular aspects. The members discussed about the issues related to curricular planning and implementation, academic flexibility, curriculum enrichment and feedback system, student enrolment and profile, catering to student diversity, teaching learning process, teacher profile and quality, evaluation process and reforms, student performance and learning outcomes and student satisfaction survey, resource mobilization for research, research publication and awards, extension activities and collaboration. The members of the meeting discussed issues in details.


**Item no.2** Dr. Sut pointed out the issues related to infrastructure and learning resources like physical facilities, library as a learning resource, IT infrastructure, maintenance of Campus infrastructure, student support, student progression, student participation and activities and alumni engagement, institutional vision and leadership, strategy development and deployment, faculty empowerment strategies, financial management and resource mobilization and internal quality assurance system, institutional values and best practices like institutional values and social responsibilities, best practices and institutional distinctiveness etc.

After discussion, the members adopted the following resolution.

**Resolution No.1.** Resolved that AQAR (2021-22) be prepared by IQAC of the college by incorporating all the issues systematically.

The meeting ended with the vote of thanks from the chair.

  
Dr.Utpal Sut  
IQAC Coordinator  
MDKG College  
Dibrugarh  
24/11/2021  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr.Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College  
Dibrugarh  
Principal  
Manohari Devi Kanai Girls' College,  
Dibrugarh

# IQAC Meeting

## Objectives of the meeting:

To discuss about the AQAR preparation & submission.

1. Dr. Nibedita Phukan MAnba
2. Purnima Chelva Chelva 23/11/2021
3. Anja Borah Anja Borah 23/11/21
4. Dr. Balin Handique Handique 23/11/21
5. Banani Das Das 23/11/2021
6. Anita Sharma Sharma 23/11/2021
7. Sankar Chakraborty Chakraborty 23/11/2021
8. Dr. Usha Devi Devi 23/11/2021
9. Dr. Raju Kundu Kundu 23/11/2021
10. Sanghamitra Saikia Saikia 23/11/21
11. Pampa Ghoshkhona Ghoshkhona 23/11/2021
12. Rajyoti Gogoi Gogoi 23/11/2021
13. Nayan Jyoti Sarma Sarma 23/11/2021
14. Rimpi Sarma Rimpi Sarma 23/11/2021
15. Dr. Pranita H. Senlana Senlana 23/11/2021
16. Dr. Sheenooje Bardehi Bardehi 23/11/21
17. Polly Sarkar Sarkar 23/11/21
18. Kabyasree Datta Datta 23/11/21
19. Dr. Ashwini Mahey Mahey 23/11/2021
20. Purnima Gogoi Gogoi 23/11/2021
21. Gitashri Anandkumar Anandkumar 23/11/21
22. Freely Ekka Ekka 23/11/2021
23. Bhagyashree Barman Barman 23/11/21
24. Ankita Das Das 23/11/21
25. Anindran Singha Singha 23/11/21
26. Manasi Ghosh Ghosh 23/11/21
27. Jogesh Das Das 23/11/21
28. Dipankar Sarma Sarma 23/11/21
29. Indrani Sen Gupta Sen Gupta 23/11/21
30. Sangadeo Saikia Saikia 23/11/21

23/11/21

- 31 Babita Bara
- 32 Mandira B. Saha
- 33 Dr. Malina Basumatary
- 34 Dr. Rizia B. Dasgupta
- 35 Dr. Abhishek P. Ghosh
- 36 Soorita Ghosh
- 37. Mitali Sonowal
- 38. Jadanj Sarkar
- 39. Nishu Bredha
- 40. Utpal Ghosh
- 41 Aniruddha Dutta
- 42. Utpal Das

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**MEETING DATE: 11-02-2022**  
**IQAC CORE COMMITTEE MEETING**

An IQAC core committee meeting was held on 11<sup>th</sup> February, 2022 in room no.1 of arts block of MDKG College, Dibrugarh in presence of the core committee members of IQAC. At the very outset, Dr. Utpal Sut, IQAC Coordinator of the college extended his heartfelt welcome to the members present in the meeting and stated the objective of the meeting. Thereafter, Dr. Sut requested to Dr. Nibedita Phukan, Principal of the College to chair the meeting. Accordingly, Dr. Phukan chaired the meeting and suggested the IQAC Coordinator to go with the agenda. The meeting started with a request by Prof. Suresh Bhattacharyya to the IQAC Coordinator to read out the names of the IQAC core committee to which the coordinator duly complied with.

**Item no.1. Introduction of Add-on course or certificate programme:** The IQAC coordinator brought notice to the members about the introduction of Add-on course in the college. Dr. Shekhar Chakraborty, asked whether there are any specifications from NAAC regarding add-on course. After some discussion on the topic with the members of core committee, Prof. Aniruddha Dutta said that it would be better if individual departments discussed and put forward proposals. Prof. Jiten Hazarika, Registrar Dibrugarh University, talked at length about the add-on courses to be taken up by the college. He said that not only are such courses very necessary for the students but also that it is necessary for college to expand their knowledge base. The college just needs to design the course and send it to the University for approval. Some examples of add-on courses he gave included beautician or tailoring courses by Home Science department and Communication Skills development which can be taken up in a unified manner by all literature departments.

**Item no.2. Collaboration with Industries, Corporate bodies and Universities:** The IQAC coordinator placed the issue of collaboration with industries, corporate bodies and Universities. J.P. Kanoi said that students can be incorporated under Prime Minister's Skill Development Programme to develop skill based education. Mr. Kanoi, speaking about the problems of sports complex and hostel for the college, said that an MOU can be signed with Kanoi Law College to use it as a sports complex for the college. Also the problem with hostel can be solved amicably through proper intervention and acquire the hostel land as early as possible. Regarding collaboration with industries, Prof. Jiten Hazarika said that collaboration with industry faculty can be taken up for certain skill development projects. He proposed the name of Mr. A. C. Borbora for tea and citrus research and for environment issues to tie up with BCPL or Oil India Limited. Prof. Hazarika also emphasised for academic understanding with other Universities for students excursion etc. Also tie up with Universities for Faculty Development Programmes.

**Item no.3. Learning management system:** The IQAC Coordinator apprised the members about the Learning Management System available in the college. Regarding Learning Management System, Prof. Hazarika said that the already available ERP in the college can be upgraded to incorporate more features.

**Item no.4. Student progression and placement:** The IQAC Coordinator placed the issue of Students' Progression and Placement and said that it is a complex problem for under graduate colleges and therefore a mechanism needs to be in place. In this regard, Prof. Hazarika said that for progression individual departments need to keep contact with students and for placement the institution needs to urgently bring in some campus placement companies.

**Item no. 5. ISO certification:** IQAC Coordinator placed issue of ISO Certification and apprised that college got



certification offers from one or two institution from outside the state. In this regard, Prof. Hazarika said that only those companies need to be brought in for certification which have been validated by government.

**Item no. 6. Conducting of professional development and administrative training programme:** The IQAC Coordinator placed the issue of conducting professional development and administrative programme by the college. Prof. Hazarika said that conducting professional development programmes and administrative programmes is important for the institution. In this regard, the college can approach the Affiliating university for conducting orientation programmes and also to look seriously into NEP and conduct programmes in this regard. Also, some independent programmes should be conducted by the IQAC which are necessary for the development of the college.


**Others:** The members discussed about research initiatives. In this regard, Prof. Hazarika said that motivation of faculty members is very necessary. It is not necessarily only the young faculty members who need to engage in research but also the mid or senior level faculty members should devote time to research. In this regard, some seed money can be given to researchers to incentivize research.

The IQAC Coordinator gave the concluding speech with emphasis on the fact that all the issues taken up for discussion in the meeting needs to be discussed with the individual departments and proper action taken up consequently.

After discussion, the members took the following resolution

**Resolution No. 1:** Resolved that proposals of add-on course be prepared by the all the departments of the college and send it to Dibrugarh University for approval.

The meeting ended with the vote of thanks from the chair.



12/2/2022

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



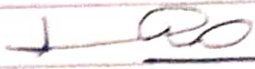
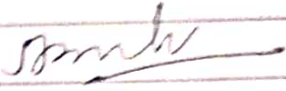
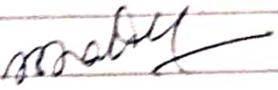
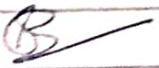
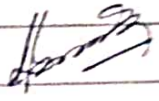
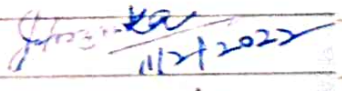
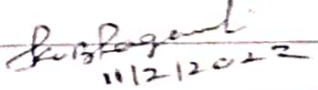
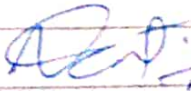
Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

# IOAC Core Committee Meeting

Date: 11-02-2022.

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Signatures of the members present:

1. Nivedita Phukan N Phukan  
10/2/2022
2. JYOTI P KANOI  11/2/2022
3. JADAVJYOTI SRIKIA 
4. Aniruddha Dutta 
5. Anju Boruah 
6. Surabh Bhattacharya 
7. Surojit Bhattacharjee 
8. Shekhar Chakraborty 
9. Priyanki Thenged Boruah Priyanki T Boruah  
11/2/22
10. Manisha Dutta Hazarika Manisha 11.2.22
11. Dr. Rizia B. Laskar Laskar 11/02/2022
12. Jiten Hazarika  11/2/2022
13. Khaniada Misra Bhagwati  11/2/2022
14. Utpal Surt  11/2/2022

**IQAC Core Committee Meeting**

**Date: 11-02-2022**

**Venue: Room No.1.(Arts Block)**

**Agenda of the Meeting:**

1. Introduction of Add on course or Certificate programme
2. Collaboration with Industries, Corporate bodies and Universities
3. Learning Management System (LMS)
4. Student Progression and Placement
5. ISO Certification
6. Conducting of Professional Development and Administrative Training Programme
7. Speech from the chair
8. Vote of thanks

**MEETING DATE: 29<sup>TH</sup> APRIL, 2022**  
**IQAC MEETING WITH HEADS OF THE DEPARTMENT**

An IQAC meeting with Heads of the Department of the college was held on 29<sup>th</sup> April, 2022 in room no.1 of arts block of MDKG College. At the very outset, Dr. Utpal Sut, IQAC Coordinator of the college extended his heartfelt welcome to the members present in the meeting and stated the objective of the meeting. Thereafter, Dr. Sut requested to Dr. Nibedita Phukan, Principal of the College to chair the meeting. Accordingly, Dr. Phukan chaired the meeting and suggested the IQAC Coordinator to go with the agenda.

**Item no.1.** Dr. Utpal Sut, IQAC Coordinator of the college placed the issues like teaching plan, teachers diary, department meeting, learning outcome, lecture series, department routine, teaching learning resources, attendance record, Bridge and remedial measures, question banks, previous years question papers, academic activity and its planning, result analysis etc. before the Heads of the department. The members of the meeting elaborately discussed the issues.


**Item no.2.** The IQAC Coordinator of the college again placed the issues like ICT enabled tools for effective teaching learning process, mentor-mentee meeting records, conducting students seminar and record keeping, department library and records of books, information regarding scholarships and freeships availed by the students, students progression, placement and qualifying examination, group photo of faculty members of the department. The members of the meeting discussed the issues.

After discussion following resolutions were adopted in the meeting.

**Resolution No.1.** Resolved that bridge and remedial classes be displayed in the class routine by the routine committee of the college.

**Resolution no.2.** Resolved that records of books of department library be kept systematically by the Heads of the department.

The meeting ended with the vote of thanks from the chair.



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

# "IQAC meeting with The Head of The Departments"

Camlin Page

Date 29/4/2022

## IQAC Meeting with the Head of the Departments

Date: 29<sup>th</sup> April, 2022

Time : 3 pm

Room No.1.

### Agenda of the meeting:

1. Welcome by IQAC Coordinator
2. Chair the meeting by the Principal and Chairperson of the IQAC
3. Topics of discussion:
  - a. Teaching plan
  - b. Teachers' Diary
  - c. Department meeting
  - d. Learning Outcome
  - e. Lecture series
  - f. Department Routine
  - g. Teaching Learning Resources
  - h. Attendance Record
  - i. Bridge and remedial measures
  - j. Question Banks, previous years papers
  - k. Academic activity and its planning
  - l. Result analysis
  - m. ICT enabled tools for effective teaching-learning process
  - n. Mentor-Mentee meeting records
  - o. Conducting of students seminars and record keeping
  - p. Department library and records of books
  - q. Information regarding Scholarships and Free ships availed by the students
  - r. Students progression, Placement, qualifying examinations
  - s. Group photo of Faculty members of the department
4. Speech by the Chairperson
5. Vote of thanks

*N. Rajan*  
29/4/2022

# ISAC meeting with HODs

Comlin Page  
Date 29/04/2022

## Members present:

1. Nibedita Phukan N Phukan  
29/4/2022
2. Purnima Chutia Phu  
29/4/22
3. Utpal Sut Utp  
29/4/22
4. Manisha D. Hazarika Man  
29/4/22
5. Rupali Das R  
20/4/22
6. Sanani Das S  
29/4/2022
7. Dr. Malina Basumatary M  
29/4/22
8. Puspa Gankhoma P  
29/4/22
9. Rimpi Sarma R  
29/4/2022
10. Dr. Parnita Phukan P  
29/4/2022
11. Dr. Adity Sainia A  
29/4/22
12. Dr. Balin Henderson B  
29/04/22
13. Dr. Saangata Sainia S  
29/04/2022
14. Polly Sarkar P  
29/4/22
15. Sukanya B. Chelika S  
29/04/22
16. Nayan Jyoti Sarma N  
29/04/2022
17. Rajjyoti Gogoi R  
29/4/22
18. Dr. Rohit Sarma R  
29/4/22
19. Dr. Shikhar Choudhary S  
29/4/22
20. Neelshree Kedaris N  
29/4/2022
- 21.

MEETING DATE: 2<sup>ND</sup> MAY, 2022

## IQAC MEETING WITH CURRICULAR ASPECTS COMMITTEE

An IQAC meeting with the Coordinator and members of Curricular aspects committee was held on 2<sup>nd</sup> May, 2022 at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Institutional Academic Calendar:** Dr. Sut proposed the members to prepare the institutional academic calendar for smooth running of academic activities of the college. The members agreed with Dr. Sut.

**Item no.2. Participation of Teachers in Curriculum development and assessment:** IQAC Coordinator apprised the members about the participation of teachers in curriculum development and assessment. Dr. Abilupta P. Gohain informed that participation of teachers in Academic council and Board of Studies of affiliating University lead to curriculum development of affiliating University and the members agreed with Dr. Gohain.

**Item no.3. Add-on course:** IQAC Coordinator informed the members about the progress of the add-on course initiated by different departments of the college. Dr. Abilupta P. Gohain informed that Committee formed for Add-on course completed the process of verification of add-on course proposal and sent the same to the University for approval.

**Item no.4. Integration of cross cutting issues:** IQAC Coordinator brought notice to the members about the cross-cutting issues relevant to professional ethics, Gender, Human values, Environment and Sustainability. Dr. Gohain informed that issues have already taken seriously and incorporated in the earlier AQARs.

**Item no.5. Experimental learning through project work/field work/internship and relevant MOU:** IQAC Coordinator urged the members to do more thoughts on project work/field work/internship and relevant MOU. Dr. Abilupta P. Gohain informed that few departments of the college were conducting field work and project work as a part of their course curriculum and more things yet to be done in this regard.

**Item no.6. Feedback mechanism:** IQAC Coordinator urged to take feedback from the stakeholders like Teachers, Employer and Alumni of the college. All the members agreed with IQAC Coordinator and appreciate him.


After discussion, the members adopted the following resolutions.

**Resolution no.1.** Resolved that institutional calendar be prepared by the committee of curricular aspects.

**Resolution no.2.** Resolved that feedback be taken from stakeholders like Teachers, Employer and Alumni of the college by the feedback committee.

The meeting ended with the vote of thanks from the chair.

  
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 Kanci Girls' College  
Dibrugarh

ISAC meeting with

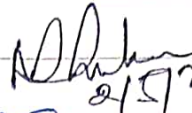
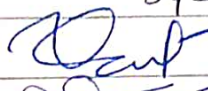

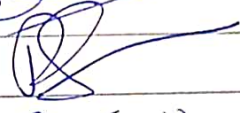
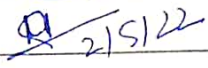
Curricular Aspects Committee

Camlin Page

Date

Date: 2/5/22

Members present:

1. Nibedita Phukan  2/5/2022
2. Utpal Saha 
3. Anil Kumar P. Gohain 
4. Prasanna Sankar 
4. Monika Gogoi  2/5/22
- 5.



IQAC Meeting with Curricular Aspects Committee

Date: 2<sup>nd</sup> May, 2022

Room No.1.

Agenda of the meeting:

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal and Chairperson of IQAC
3. Institutional Academic Calendar
4. Participation of teachers in curriculum development and assessment
5. Recording of Add on courses
6. Integration of cross-cutting issues
7. Experiential learning through project work/field work/internship and relevant MOU.
8. Feedback mechanism
9. Speech of Chairperson
10. Vote of thanks

*R. Shukla*  
2/5/2022

MEETING DATE: 4<sup>TH</sup> MAY, 2022

**IQAC MEETING WITH THE PROGRAMME OFFICER OF NSS/NCC/PTM AND COORDINATOR OF CANTEEN COMMITTEE**

An IQAC meeting with the programme officer of NSS/NCC/PTM and Coordinator of Canteen committee of the College was held on 4<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Extension programme organized by NSS/NCC:** IQAC Coordinator placed the issue of extension programme organized by the college before the members and requested the programme officer of NSS and NCC to do more extension activities outside the College campus and make documentation of the same. The programme officers of NSS and NCC agreed with the IQAC coordinator.

**Item no.2. Collaboration with Industry, NGO and Community:** The IQAC Coordinator pointed out the issue of collaboration with Industry, NGO and community for mutual benefits for both college and the outside fraternity and the members discussed the issue.

**Item no. 3. Parent –Teacher meet:** Dr. Nibedita Phukan, Principal of the college opined for strengthening the Parent-Teacher Association and meeting between parent and Teachers should be held in a regular manner. The members agreed with the Principal Madam.

**Item no. 4. Menu of food item of canteen:** IQAC Coordinator brought notice to the members about the menu of food item of the canteen and he emphasized to make a menu of different food items in the canteen. Dr. Phukan, Principal of the college stated that manager of the canteen should take of it. The members appreciated the Principal Madam and IQAC Coordinator.

After discussion, the members adopted following resolution.

**Resolution 1:** Resolved that extension programmes outside the college be organized with the guidance of NSS Programme Officer of the college.

The meeting ended with vote of thanks from the chair.



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


IQAC Meeting with Programme officer of NSS/NCC and Coordinator of Canteen committee <sup>PTM</sup>

Date: 4<sup>TH</sup> May, 2022

Room No.1.

**Agenda of the meeting:**

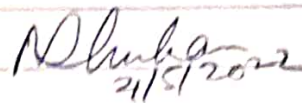
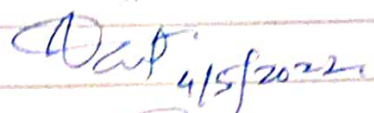
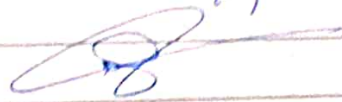

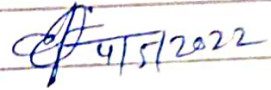
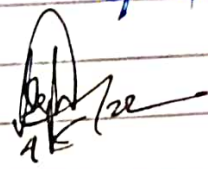
1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal and Chairperson of IQAC
3. Extension programmes organised by NSS/NCC
4. Collaboration with industry, NGO and Community
5. Parent- Teacher Meet
6. Menu of Food items of College canteen
7. Speech of Chairperson
8. Vote of thanks

  
4/5/2022

IQAC meeting with programme  
Officers of NSS/NSS/PTM/Centre  
Date 4/5/2022

Cornlin Page  
Date 4/5/2022

### Signatures of the Members present:

1. Nibedita Phukan 
2. Utpal Sult 
3. 
4. Polly Soren 
5. Uma Devi 
6. Anirban Singha 

MEETING DATE: 09-05-2022

Time: 12P.M.

**IQAC MEETING WITH THE COORDINATOR AND MEMBERS OF COMMITTEE OF RESEARCH,  
INNOVATION AND EXTENSION**

An IQAC meeting with the coordinator and members of **committee of Research, Innovation and Extension** was held at 12 pm on 9<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and stated the purpose of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1 Research projects:** The IQAC Coordinator presented the issue of taking research projects by the faculty members from funding agencies like UGC, ICSSR. Dr. Rizia Begum Laskar opined that faculty members should take research projects in their effort from UGC and ICSSR.

**Item no.2. Conduction of seminar/workshops/conferences by the institutions:** The IQAC coordinator raised the issue of conducting seminar, workshops, conferences by the college and he requested the members to take initiative for conducting the same. Dr. Rizia Begum Laskar opined that she would take the initiative to organize workshops and seminars in the college in coming times.

**Item no.3. Publications of papers in UGC Care list Journals:** The IQAC coordinator raised the issue of publication of papers in UGC Care list journals by the faculty members of the college. Dr. Rizia Begum Laskar stressed on the issue raised by the IQAC Coordinator.

**Item no.4. Extension activities:** The members discussed the issue of extension activities conducted by the college and opined that NSS wing of the college should take proper initiative in this regard.

**Item no.5. Collaboration (Faculty exchange and student exchange):** The IQAC Coordinator apprised the members about collaboration that may lead to faculty exchange and student exchange.

The members discussed the issue of collaboration with colleges of other districts for faculty exchange and student exchange.

After discussion the members took the following resolution.

**Resolution No.1.** Resolved that workshops and seminars be organized by the college under the aegis of IQAC and research committee of the college.

The meeting ended with the vote of thanks from the chair.

  
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 Kanci Girls' College  
Dibrugarh

# **IQAC Meeting with the Committee of Research, Innovation and Extension**

Date: 09-05-2022

Time: 12.00 P.M.

## **Agenda of the meeting:**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Respected Principal Madam
3. Research Projects
4. Conduction of Seminar/Workshops/Conferences by the institutions.
5. Publication of papers in UGC Care list Journal(recording).
6. Extension activities
7. Collaboration (faculty exchange and student exchange)
8. Speech from the chairperson
9. Vote of thank.

*A. Dhukan*  
9/5/2022

MEETING DATE: 09-05-2022

Time: 12P.M.

**IQAC MEETING WITH THE COORDINATOR AND MEMBERS OF COMMITTEE OF RESEARCH,  
INNOVATION AND EXTENSION**

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After discussion the members took the following resolution.

**Resolution No.1.** Resolved that workshops and seminars be organized by the college under the aegis of IQAC and research committee of the college.

The meeting ended with the vote of thanks from the chair.

  
10/5/2022

Dr. Utpal Sut  
IQAC Coordinator  
MDKG College

Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College

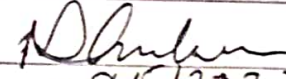
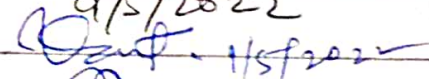
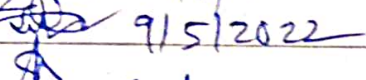
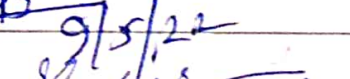
Dibrugarh  
Principal  
Manohari Devi Kanoi Girls' College  
Dibrugarh

9/5/2022

ISAC meeting with committee of  
Research, Innovation and Extension

Contin Page  
No

Signatures of the members present:

- |                         |   |
|-------------------------|---|
| 1. Dr. Nibedita Phukan  |    |
| 2. Dr. Utpal Saha       | 9/5/2022  |
| 3. Juli Konwar          |   |
| 4. Shaemoyee Baraloi    | 9/5/2022  |
| 5. Dr. Rizia B. Hossain |  |
| 6. Dr. Shekhar Prakash  | 9/5/22  |
|                         |  |
|                         | 9.05.22   |



MEETING DATE: 09-05-2022  
TIME: 1 P.M.

**IQAC MEETING WITH THE COMMITTEE OF TEACHING, LEARNING AND EVALUATION**

An IQAC meeting with the coordinator and members of committee of Teaching, Learning and Evaluation was held on 9<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Conducting special programmes for advanced learners and slow learners:** The IQAC Coordinator placed the conducting of special programmes for advanced learners and slow learners before the members of the meeting. Dr. Malina Basumatary opined that special programmes are initiated both for advanced learners and slow learners.

**Item no.2. Problem solving methodologies for enhancing learning experiences:** The IQAC Coordinator placed the issue of problem solving methodologies for enhancing learning experiences. He stressed the use of problem solving methodologies for addressing the problem faced by the students of their course curriculum. The members discussed the issue and opined for using new techniques for solving different issues in the curriculum.

**Item no.3. Use of ICT tools in teaching learning process:** The IQAC Coordinator stressed on the use of ICT in classroom teaching to make class interesting and understandable among the students. The Coordinator requested all the members to take bold initiative to use ICT in the classroom.

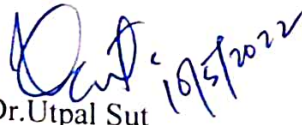
**Item no.4. Mentor-Mentee process:** The members discussed the issue of mentor-mentee list and circulars associated with mentor-mentee process. The members gave importance on holding of regular mentor-mentee meeting.


**Item no.5. Internal assessment and grievances:** Dr. Malina Basumatary opined that copy of internal assessment are displayed by teachers of all the department to the students as transparent and robust mechanism of evaluation. She also told that grievances related to internal assessment are addressed immediately if found in proper manner.

**Item no.6. Evaluation of PO's and CO's:** IQAC Coordinator apprised the members about the PO's and CO's. The members discussed about the programme outcome and course outcome of different departments of the college. The IQAC Coordinator gave importance on the evaluation of PO's and CO's. He said that programme outcome could be evaluated at authority level and CO's could be evaluated at department level.

**Item no.7. Student Satisfaction Survey:** IQAC Coordinator informed the members about the Student Satisfaction Survey. The members discussed the issue of the student satisfaction survey and opined that this survey should be done in both the campus of the college for the students of the college. This survey should be done by the committee of teaching, learning and evaluation and feedback committee under the supervision of IQAC.

After discussion the members took the following resolution.  
Resolution no. 1. Resolved that ICT be used by each and every faculty members of the college.  
The meeting ended with the vote of thanks from the chair.

  
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  
Manohari Devi Kanai Girls' College  
Dibrugarh

## **IQAC Meeting with the Committee of Teaching, Learning and Evaluation**

Date: 09-05-2022

Time: 1.00 P.M.

### **Agenda of the meeting:**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Respected Principal Madam
3. Conducting special programme for advanced learners and slow learners
4. Problem solving methodologies for enhancing learning experiences
5. Use of ICT tools in teaching-learning process
6. Mentor-Member process
7. Internal assessment and grievances
8. Evaluation of PO's and CO's.
9. Student satisfaction survey
10. Speech from the chairperson
11. Vote of thanks,

*AD Khan*  
9/5/2022

IQAC meeting with committee  
of Teaching, Learning & Evaluation

Date 9/5/2022

Signatures of the members present!

1. Nibedita Phuka

Phuka  
9/5/2022

2. Utpal Surt

Surt  
9/5/2022

3. Malina Basumatary

4. Mandira Barthula Saha

9/5/22  
3  
9/5/22

MEETING DATE: 10-05-2022

TIME: 12 P.M.

**IQAC MEETING WITH THE COMMITTEE OF STUDENT SUPPORT AND PROGRESSION  
AGENDA OF THE MEETING:**

An IQAC meeting with the coordinator and members of **committee of student support and progression** was held on 10<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and stated the objective of the meeting. The IQAC Coordinator requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Scholarship and freeships:** IQAC Coordinator apprised the members about the scholarships and freeships availed by the students of the college. The members discussed about proper and regular maintenance all the scholarships records of the college, department wise maintenance all the scholarships separately in excel format is required and record of institutional freeships provided by the college to the students.

**Item no.2. Soft skill and employment:** IQAC Coordinator placed the issue of soft skill and employment before the members of the meeting. The members discussed about necessary programmes to be undertaken for the development of the students, programmes on soft skill, employment, ICT, communication skill etc., guidance for competitive exam like banking, civil services etc. workshops to be organized in collaboration with the different institute to prepare for the different competitive examinations.

**Item no.3. Redressal of student grievances:** IQAC Coordinator placed the issue of student grievances redressal mechanism. The members opined that conducting of awareness programmes, collection of data from students grievances cell may help to redress the students grievances.

**Item no.4. Records of outgoing students:** IQAC Coordinator brought notice to the members about the record keeping of outgoing students of the college. All the members opined that each and every department should maintain the progression and placement report of their departments and report should be maintained along with the supporting documents like I-card, admission receipt etc.

**Item no.5. Students performances in sports/cultural activities:** IQAC Coordinator placed the issue of students participation in sports and cultural activities within the state and outside the state. All the members opined that the record of students participation in different sports and cultural activities should be kept by the department.

**Item no.6. Student representation:** IQAC Coordinator informed the members about the record keeping of student representation in different cells and committees of the college. All the members opined that record of students representation in different cells and committees of the college should be kept by the cell/committee concerned.

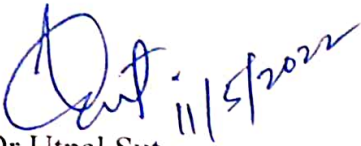
**Item no.7. Participation of students in events/competition:** IQAC Coordinator requested the members to take a proper track of records of students participation in different events and competition in a systematic manner. All the members opined that such records may be kept by each and every department of the college.

**Item no.8. Alumni contribution:** IQAC Coordinator placed the issue of alumni contribution of the college and he stated that alumni of the college can contribute in a larger manner for the development of the college. All the members opined that alumni association of the college can play vital role in this regard.

After discussion, the members adopted the following resolution.

**Resolution no.1.** Resolved that placement and progression record be kept by each and every department of the college.

Meeting ended with vote of thanks from the chair.



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

Manohari Devi Kanoi Girls' College  
Dibrugarh

MEETING DATE: 10-05-2022

TIME: 1 P.M.

**IQAC MEETING WITH THE COMMITTEE OF GOVERNANCE, LEADERSHIP AND MANAGEMENT**

An IQAC meeting with the coordinator and members of committee of governance, leadership and management was held on 10<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. The Institutional strategies/perspective plan:** IQAC Coordinator placed the issue of institutional development plan before the members of the meeting. The members discussed about the institutional strategies or perspective plan. The IQAC Coordinator opined that institutional strategies must be in line with institutional development plan.

**Item no.2. Implementation of e-governance in area of institutional operation:** IQAC Coordinator informed the members about e-governance areas of operation in the institution and the members discussed the issue.

**Item no.3. Welfare measures:** IQAC Coordinator informed that the college has already initiated the Sanchay and Rindan Samity for meeting up financial needs of both teaching and non-teaching staff of the college for the welfare of both teaching staff and non-teaching staff. All the members discussed the issue.

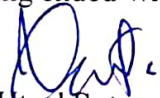
**Item no.4. Conducting of professional development/administrative programme:** IQAC Coordinator gave importance on holding of professional development in the college and all the members appreciated him.


**Item no.5. Performance appraisal:** IQAC Coordinator informed that performance appraisal of both teaching and non-teaching staff of the college is important for career advancement. The members discussed about the taking of performance appraisal of both teaching and non-teaching staff of the college.

After discussion members took the following resolution

**Resolution No. 1.** Resolved that performance appraisal be taken regularly under the supervision of IQAC of the college.

The meeting ended with vote of thanks from the chair.

  
Dr. Utpal Sut  
11/5/2022  
IQAC Coordinator  
MDKG College  
Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College  
Dibrugarh  
Principal  
Wanohari Devi Kanoi Girls' College  
Dibrugarh

IQAC MEETING WITH COMMITTEE OF GOVERNANCE, LEADERSHIP  
MANAGEMENT

DATE: 10/05/2022

TIME: 1PM

AGENDA OF THE MEETING

1. Introduction by IQAC
2. Chair the meeting by the Principal Madam
3. The institutional strategies/Perspective plan
4. Implementation of e-governance in area of institutional operation
5. Welfare measures
6. Conducting of professional development / administrative programme
7. Performance appraisal
8. Speech from chairperson
9. Vote of Thanks

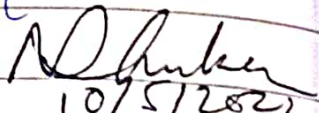
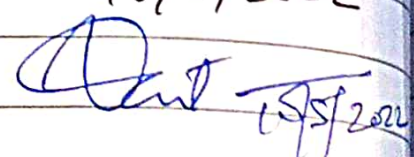
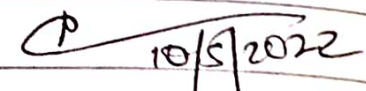
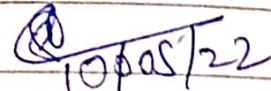
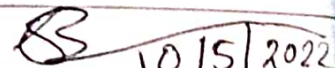
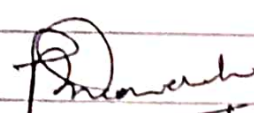
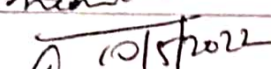
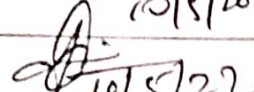
*AD Khan*  
10/5/2022

TOAC Meeting with The  
Committee of Governance, Leadership &  
Management.

Camlin Page

Date 10/5/2022

Signatures of members present,

1. Nibedita Phukan  10/5/2022
2. Utpal Saha  10/5/2022
3. Rupjib Das  10/5/2022
4. Sukanya B. Chakraborty  10/5/22
5. Surojit Bhattacharjee  10/5/2022
6. Bimali Nath Dowerah  10/5/2022
7. Uma Devi  10/5/2022
8. Lokit Saha  10/5/22

20

25



MEETING DATE: 11-05-2022  
TIME: 11 A.M.  
IQAC CORE COMMITTEE MEETING

An IQAC Core committee meeting was held on 11<sup>th</sup> May, 2022 in room no.3 of arts block of MDKG College. At the very outset Dr.Utpal Sut extended welcome to the members of the meeting and requested Dr.Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1.Inclusion of NEP parameter in AQAR(2021-22):**The IQAC Coordinator placed the issue of inclusion of NEP parameter in AQAR(2021-22).The members discussed about multidisciplinary/interdisciplinary approach. Academic bank of credit, skill development, integration of Indian knowledge system (teaching in Indian language, culture using online courses, outcome based education and distance education and online education etc. Dr.K.M. Bhagawati opined that college may prepare its own strategy for implementing the NEP 2020 and beneficial aspects of NEP2020 should be kept in consideration for implementing NEP2020.

**Item No.2.implementation of e-governance in areas of administration, finance, accounts and examination:** The IQAC Coordinator apprised the members that college has been trying its level best to work on e-governance in areas of administration, finance, accounts and examination. The members discussed about various angle of e-governance in the areas as mentioned.

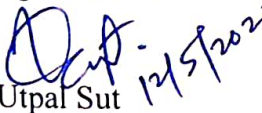
**Item no.3.Institution performance appraisal system for teaching and non-teaching staff:** the IQAC Coordinator place the issue of institution performance appraisal for teaching and non-teaching staff. Dr.K.M.Bhagawati told that college should adopt the proper format for performance appraisal for both teaching staff and non-teaching staff duly verified by IQAC of the college.


**Item no.4.Institutional strategies for mobilization of funds:** The IQAC Coordinator placed the issue of institutional strategies for mobilization of funds and suggestion from all the members. Mr.Padyut Hazarika said that the matter should be taken seriously by all concerned for rapid development of the college. Mr.Hazarika also told that it is necessary to think first before doing the things proper. Dr.K.M.Bhagawati said that college should prepare proper strategy under the aegis of IQAC for mobilization of funds for the college. After discussion the members adopted the following resolutions.

Resolution no.1: Resolved that NEP 2020 parameter be included in AQAR (2021-22)

Resolution no.2: Resolved that performance appraisal of non-teaching staff be prepared by the IQAC of the college.

The meeting ended with vote of thanks from the chair.

  
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

# **IQAC CORE COMMITTEE MEETING**

**DATE: 11<sup>TH</sup> MAY**

**TIME: 12 PM**

## **Agenda of the meeting:**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal and Chairperson of IQAC
3. Inclusion of NEP2020 Parameter in AQAR from the session 2021-22
4. Implementation of e-governance in areas of administration, finance, accounts and examination.
5. Institution performance appraisal system for teaching and non-teaching staff
6. Institutional strategies for mobilisation of funds
7. Speech from the chairperson
8. Vote of thanks.

# ISAC Core Committee Meeting

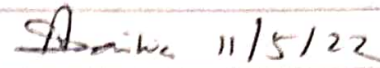
Date 11/05/2022

Signatures of the members present:

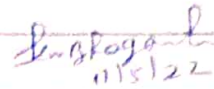
1. Nibedita Phukan

  
11/5/2022

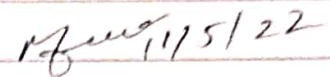
2. Adity Sainia

  
11/5/22

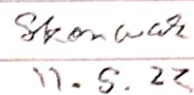
3. K.M. Bhagwati

  
11/5/22

4. Manisha Datta Hazarika

  
11/5/22

5. Sushrismita Konwar

  
11.5.22

6. Anita Sharma

11.5.22

7. Indya Hazarika

11.05.22

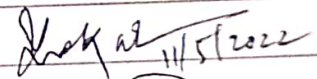
8. Swosita Bhattacharjee

11/05/22

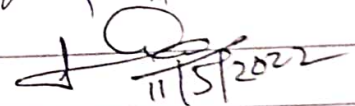
9. Anje Boruah

11/05/22

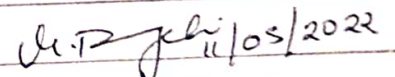
10. Rizia Begum Karim

  
11/5/2022

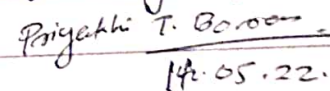
11. Anindolhar Dutta

  
11/5/2022

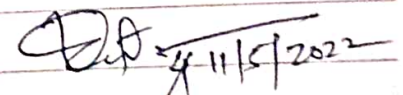
12. Monitushi Bagchi

  
11/05/2022

13. Priyanki Themgal Boruah

  
14.05.22.

14. Utpal Dut

  
11/5/2022

MEETING DATE: 19-05-2022

TIME: 12 P.M.

**IQAC MEETING WITH NON-TEACHING STAFF OF THE COLLEGE:**

An IQAC meeting with the non-teaching staff of the college was held at 12 pm on 19<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Systematic arrangement of files (Both hard copies and soft copies):** IQAC Coordinator opined that systematic arrangement of both soft copy and hard copy were necessary for smooth functioning of the administrative activities of the college and members discussed the issue.

**Item no.2. Communication with DHE, University, AHSEC:** IQAC Coordinator suggested that office should communicate with DHE, University, AHSEC. The members discussed the issue.

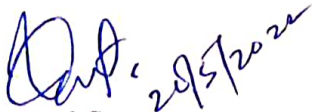
**Item no.3. Record of files:** The members discussed about recording of files in the office.

**Item no.4. Systematic management of work:** IQAC Coordinator said that systematic management of work could create a work culture among the employee of the college. The members appreciated the IQAC Coordinator. Dr. Nibedita Phukan, Principal of the college also emphasized the systematic management of work.

After discussion, the members adopted the following resolution.

Resolution no.1. Resolved that both hard copy and soft copy of office file be kept systematically by the office.

The meeting ended with vote of thanks from the chair.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College  
Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



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

Principal  
Manohari Devi Kanoi Girls' College  
Dibrugarh

# IQAC MEETING WITH NON- TEACHING STAFF OF THE COLLEGE

## AGENDA OF THE MEETING

DATE-19/05/2022

1. Introduction
2. Chair the meeting by the Principal Madam
3. Systematic arrangement of files (Both hard & Soft files)
4. Communication with DHE, University, AHSEC
5. Record of files
6. Systematic Management of work
7. Speech from chairperson
8. Vote of thanks

*AD Shankar*  
19/5/2022

IQAC meeting with Non-teaching  
Staff of the College, 19/5/2022

Signatures of members present:

- |                          |                       |     |
|--------------------------|-----------------------|-----|
| 1. Nibedita Phukan       | M Phukan<br>19/5/2022 | of  |
| 2. Utkal Smt             | Utkal 19/5/2022       | and |
| 3. Utkal Smt             | Utkal 19/5/22         | ing |
| 4. Gournali Barmah       | GB 19.5.2022          | hat |
| 5. Pallabi Das           | P Das 19/5/2022       | the |
| 6. Pranjit Gayen         |                       | uld |
| 7. Bidyut Bora           | B Bora                |     |
| 8. Surojit Bhattacharjee | S 19/5/2022           | uld |
| 9. Monika Senapati       | Ms 19/5/22            | or. |
| 10. Uday Kumar Yadav     | Uday 19/05/22         |     |
| 11. Subhrajit Das        | SD Das 19/5/22        |     |
| 12. Sarat Bora           |                       |     |
| 13. Pancha Pallab Dutta  | Pal B 19/05/22        |     |
| 14. Krishna Gogoi        | kg 19/05/22           |     |
| 15. Krishna Gogoi        | K Gogoi 19/5/22       |     |
| 16. DIPAK KONARJ.        | Dipak                 |     |
| 17. Dinkal Gogoi         | Dinkal Gogoi          |     |
| 18. Sarjesh Dutta        | S Dutta               |     |

MEETING DATE: 19-05-2022

TIME: 1 P.M.

**IQAC MEETING WITH STUDENT UNION OF THE COLLEGE:**

An IQAC meeting with the student union of the college was held on 19<sup>th</sup> May, 2022 at 1p.m. at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Participation in college activities:** IQAC Coordinator suggested that participation of students in college activities become essential for their mental and physical wellness of the students and suggested students union to take initiative. Student Union agreed with the Coordinator.

**Item no.2. Systematic conducting of meeting:** Dr. Nibedita Phukan, Principal of the college opined that systematic conducting of meeting reflected the sincerity and discipline of the students. Student Union agreed with the Principal Madam.

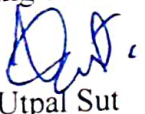
**Item no.3. Maintain discipline in the college:** Both IQAC Coordinator and Principal of the college suggested student union to maintain discipline in the college. Student Union agreed with the Principal Madam.


**Item no.4. Recording of student union activities:** The IQAC Coordinator advised the student union to record the student union activities with geotagged photos.

After discussion, the members took the following resolution.

Resolution no.1. Resolved that students Union activities be recorded by the student union.

The meeting ended with vote of thanks from the chair.

  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College  
Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College  
Dibruga  
Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

## IQAC MEETING WITH STUDENT UNION OF THE COLLEGE

Date-19/05/2022

1. Introduction
2. Chair the meeting by the Principal Madam
3. Participation in college activities
4. Systematic conduction of meeting
5. Maintain discipline in the college
6. Record of student union activities
7. Speech from the Chairperson
8. Vote of thanks

*N. Dhukan*  
19/5/2022



ISAC meeting with  
Students Union

Comin  
Date 19/05/2022

## Signatures of members present:

1. Dr. Nibedita Phukan  
N Phukan  
19/5/2022
2. Dr. Utpal Sult  
Utpal Sult  
19/5/2022
3. Anusadra Hazarika  
Anusadra  
19/5/22
4. Priyankhi T. Boruah  
Priyankhi  
19-5-22
5. Aisha Kakoti  
Aisha  
19.5.22
6. Haripriya Bordoloi  
Haripriya  
Bordoloi  
19.5.22
7. Eman Gogoi  
Eman Gogoi  
19.5.22
8. Sebjani Saikia  
Sebjani Saikia  
19/05/22
9. Bharu Sonowal  
Bharu Sonowal  
19/05/22
10. Jashudepa Boruah  
Jashudepa  
19/05/22
11. Khusmita Saikia  
Khusmita Saikia  
19/5/22
12. Hemangini Gogoi  
Hemangini Gogoi  
19.5.22.

MEETING DATE: 30-05-2022

TIME: 12 P.M.

**IQAC MEETING WITH COMMITTEE OF INFRASTRUCTURE AND LEARNING RESOURCES**

An IQAC meeting with the committee of infrastructure and learning resources of the college was held on 19<sup>th</sup> May, 2022 at 12pm at the office of the Principal of MDKG College. At the very outset, Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Physical facilities of the institution:** IQAC Coordinator informed about the physical facilities for teaching-learning, viz, classrooms, laboratories, computing equipment, adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc. of the college. The members also discussed about classrooms and seminar halls with ICT facilities such as smart class, LMS etc.

**Item no.2. Library as the learning resources :** IQAC Coordinator informed the members about integrated library management system(ILMS), e-resources like e-journals, e-shodhSindhu, e-books, databases, remote access to e-resources, purchases of books and journals, per day usage of library by teachers and students etc. The members discussed the issue.

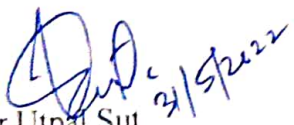
**Item no.3. Infrastructure of information technology :** IQAC Coordinator informed about the availability of information technology facilities including Wi-Fi in the college campus, Student-teacher ratio, bandwidth of internet connection in the institution etc in the college and members discussed the issue.

**Item no.4. Maintenance of campus infrastructure:** IQAC Coordinator apprised members about the campus infrastructure of the college. The members focused on maintenance of infrastructure, established systems and procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sport complex, classrooms etc.

After discussion, the members took the following resolution.

**Resolution no.1.** Resolved that survey of infrastructure facilities of the college be conducted by the coordinator and members of the infrastructure learning resources committee.

The meeting ended with vote of thanks from the chair.

  
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

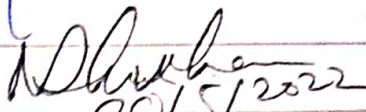
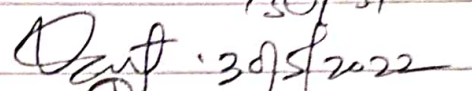
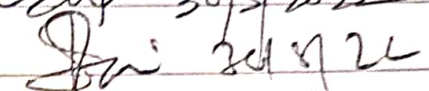
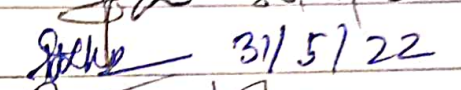
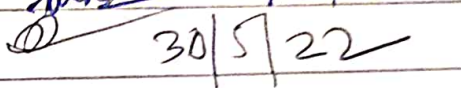
Dibrugarh

IQAC Meeting with  
Committee of Infrastructure &  
Learning Resources

Camlin Page  
Date 30/5/2022

Signatures of the members present:

1. Dr. Nibedita Phukan
2. Dr. Utpal Saha
3. Indrajit Sankar
4. Puspa Ghorakumar
5. Rupyoti Das

  
30/5/2022  
  
30/5/2022  
  
30/5/22  
  
31/5/22  
  
30/5/22

**IQAC Meeting with Committee of Infrastructure and  
learning resources**

Date: 30<sup>th</sup> May, 2022

Time: 12 p.m.

**Agenda of the Meeting**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal Madam
3. Physical facilities of the institution
4. Library as a learning resource
5. Infrastructure of information technology
6. Maintenance of campus infrastructure
7. Speech from the Chairperson
8. Vote of thanks

*N. Dhruva*  
30/5/2022

**MEETING DATE: 30-05-2022**  
**TIME: 1 P.M.**  
**IQAC MEETING WITH LIBRARY STAFF**

An IQAC meeting with the Library staff of the college was held on 30<sup>th</sup> May, 2022 at the office of the Principal of MDKG College. At the very outset Dr. Utpal Sut extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Cleanliness of Library:** Dr. Sut brought notice to the members about the cleanliness of the library. He said that cleanliness of library could reflect the ambiance of the library. The members agreed with Dr. Sut.

**Item no.2. Opening and closing time:** IQAC Coordinator raised the issue of opening and closing time of library of the college. The members discussed about the opening and closing time of library. Mr. Jadavjyoti Saikia, Librarian of the college library gave opinion for flexibility in opening and closing time of the library.

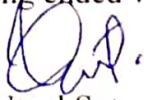
**Item no.3 Coordination between Arts and Science block library:** The IQAC Coordinator opined that there should be correlation between arts and science block library of the college. The librarian agreed with the IQAC Coordinator and he explained the process of coordination between arts and science block library of the college.


**Item no.4. Systematic recording of data:** IQAC Coordinator mentioned about the systematic recording of library data. The members discussed about the recording of library data. The IQAC Coordinator gave importance on systematic recording of data and all the members appreciated the IQAC Coordinator.

After discussion, the members adopted the following resolution.

Resolution no.1 Resolved that library data be recorded systematically under the super vision of Librarian of the college.

The meeting ended with vote of thanks from the chair.

  
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

# IQAC Meeting with Library Staff

Cornlin Page
Date 30/5/2022

Signatures of the members present:

1. Dr. Nibedita Phukan  
Phukan 30/5/2022
2. Dr. Utpal Sait  
Sait 30/5/2022
3. Jodanprasad Sankar  
Sankar 30/5/22
4. Saralini Das  
Das 30/5/22
5. Monalisa Gogoi  
Gogoi 30/05/2022
6. Bishu Das  
Bishu Das
7. Saonjeeb Dutta  
Dutta

## IQAC Meeting with Library Staff

Date: 30<sup>th</sup> May, 2022

### Agenda of the Meeting

Time: 1 p.m.

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal Madam
3. Cleanliness of library
4. Opening & Closing time
5. Coordination between arts & Science block library
6. Systematic recording of date
7. Speech from chairperson
8. Vote of thanks

*NDK*  
30/5/2022

Meeting date: 31-05-2022

Time: 2 P.M.

**IQAC meeting with the committee of Institutional Values and Best Practices**

An IQAC meeting with the Library staff of the college was held on 31<sup>st</sup> May, 2022 in room no.1. of Arts block of MDKG College. At the outset Dr. Utpal Sut, IQAC Coordinator extended welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of MDKG College to chair the meeting. Dr. Phukan chaired the meeting and suggested Dr. Sut to go with the agenda.

**Item no.1. Institutional values and social responsibilities:** IQAC coordinator apprised the members about the institutional values and social responsibilities issues i.e. gender equity and sensitization in curricular and co-curricular activities, facilities for women on campus. The members discussed the issues like safety and security, counseling, common rooms facilities, day care center for young children etc.

**Item no.2. Environmental consciousness and sustainability:** IQAC Coordinator brought notice the issue of environmental consciousness like facilities for alternate sources of energy conservation measures, facilities in the institution for management of degradable and non-degradable waste, water conservation facilities available in the institution, green campus initiatives, quality audits on environment and energy and barrier free environment in the institution. Members discussed the issue elaborately and put their concern over the issue.

**Item no.3. Inclusion and situatedness:** IQAC Coordinator placed the issue of institutional initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal socio-economic diversities. The members discussed the issue in the meeting.

**Item no.4. Human values and Professional ethics:** IQAC Coordinator placed the issue of human values and professional ethics i.e. constitutional obligations: values, rights, duties and responsibilities of citizens, code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard and celebrations of national and international commemorative days, events and festivals etc. in the institution. The members discussed the issue elaborately and put ethical views towards the issue.

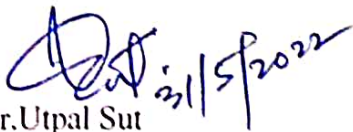
**Item no.5. Best practices:** IQAC Coordinator requested the members to do different extension activities and cleanliness drive to sustain the continuity of best practices of the college. Members assured that they will encourage and take initiatives in coming years for sustaining best practices of the college.

**Item no.6. Institutional distinctiveness:** IQAC coordinator requested the members to give their concern for institutional distinctiveness on the basis of priority and thrust of the organization. All the members opined that incorporation of modern management information system available in the college can be the focus of distinction of the institution.

After discussion, the members adopted following resolution.

**Resolution no.1.** Resolved that extension and cleanliness drive be continued under the guidance of NCC and NCC wing of the College.

The meeting ended with vote of thanks from the chair.

  
31/5/2022

Dr. Utpal Sut

IQAC Coordinator

MDKG College

Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



  
31/5/2022

Dr. Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College

Dibrugarh

Principal  
Manohari Devi Kanoi Girls' College  
DIBRUGARH



IQAC meeting with Committee  
of Institutional Values & Best Practices

Camlin Page

Date 31/05/2022

Signatures of Members present:

1. Dr. Nibedita Phukan

Phukan  
31/5/2022

2. Dr. Utpal Sut

Sut  
31/5/2022

3. Dr. Ashwini Maibey

Maibey  
31/5/2022

4. Dr. Anita Sharma

Sharma  
31/5/2022

5. Dr. Malina Basumatary

Basumatary  
31/05/2022

6. Rimpi Sarmah

Rimpi Sarmah  
31/05/2022

7. Rajjoli Gogoi

Gogoi  
31/5/2022

8. Anisham Singha

Singha  
31/5/2022

9. Dipankar Jarmah

10.

**IQAC MEETING WITH THE COMMITTEE OF  
INSTITUTIONAL VALUES AND BEST PRACTICES**

Date- 31<sup>st</sup> May, 2022

**Agenda of the Meeting:**

1. Introduction
2. Chair the Meeting by the Principal Madam
3. Institutional values and social responsibilities
4. Environmental consciousness and sustainability
5. Inclusion & Situatedness
6. Human values and Professional ethics
7. Best Practices
8. Institutional Distinctiveness
9. Speech of Chairperson
10. Vote of thanks

*N. Dhulekar*  
31/5/2022

## Action taken report of IQAC Meeting

1. As per resolution no.1. of the IQAC meeting held on 4<sup>th</sup> October,2021,the Heads of the department were informed by the authority of the college to prepare the proposal of add-on course.

2. As per resolution no.2. of IQAC general meeting held on 4<sup>th</sup> October,2021 and resolution no.2 of the IQAC meeting with curricular aspects committee held on 2<sup>nd</sup> May,2022,the coordinator of the feedback committee has been informed by authority of the college to initiate the process of taking feedback from teachers, employer and alumni of the college.

3. As per resolution no.1.of the meeting held on 21<sup>st</sup> November,2021, IQAC coordinator was informed the authority of the college to prepare the AQAR(2021-22) by incorporating all the issues systematically.

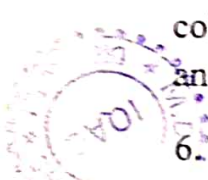
4. As per resolution no.1.of the IQAC core committee meeting held on 11<sup>th</sup> February,2022, proposals of add-on course prepared and submitted by the departments of college were verified by the committee of add-on course and were sent to the Registrar of Dibrugarh University. Registrar of Dibrugarh University accorded approval on the add-on course for the college on vide letter no.DU/DR-A/6-1/22/484 dated 6/5/2022.

5. As per resolution no.1.of IQAC meeting with Heads of the department of the college held on 29<sup>th</sup> April,2022,the routine committee decided to display bridge and remedial classes in the class routine of the college.

6. As per resolution no.2. of IQAC meeting with the heads of department of the college held on 29<sup>th</sup> April,2022 were informed by the authority of the college to make record of books of their respective department library in a separate register.

7.As per resolution no.1.of IQAC meeting with the coordinator and members of curricular aspects committee held on 2<sup>nd</sup> May,2022,responsibility of preparation of institutional academic calendar was entrusted to the committee of curricular aspects and finally the committee submitted the institutional academic calendar to the IQAC of the college.

8.As per resolution no.1.of the IQAC meeting with the program officer of NSS/NCC/PTM and coordinator of canter committee held on 4<sup>th</sup> May,2022,the program officer of NSS was entrusted the responsibility to organise the



extension programme outside the college and make a record of the programme with geotagged photos.

9. As per resolution no.1.of IQAC meeting with coordinator and members of research, innovation and extension held on 9<sup>th</sup> May,2022,the coordinators of research committee and IQAC were informed by the authority of the college to organise workshops and seminars in the college.

10.As per resolution no.1.of IQAC meeting with the committee of teaching, learning and evaluation on 9<sup>th</sup> May,2022,the heads of the department were informed the authority of the college to use ICTs in teaching, learning and evaluation process and make record of it.

11.As per resolution no.1.of IQAC meeting with the committee of student support and progression held on 10<sup>th</sup> May,2022, the Heads of the department were informed by the authority to keep records and track of placement and progression of their students through proper communication.

12.As per resolution no.1. of IQAC meeting with the committee of governance leadership and management held on 10<sup>th</sup> May,2022,the IQAC coordinator was informed to take performance appraisal of teaching and non-teaching in a continuous manner.

13.As per resolution no.1.of IQAC core committee meeting held on 11<sup>th</sup> May,2022,the IQAC coordinator was informed by the authority to include the NEP 2020 parameter in AQAR(2021-22).

14. As per resolution no.2 of IQAC core committee meeting held on 11<sup>th</sup> May,2022,the IQAC coordinator was informed by the authority to prepare format for taking performance appraisal of non-teaching staff of the college.

15.As per resolution no.1.of IQAC meeting with non-teaching staff of the college held on 19<sup>th</sup> May,2022,all the employee of the office of the college were informed to keep the hard copy and soft copy of office file in a systematic manner.


16.As per resolution no.1.of IQAC meeting with student union of the college held on 19<sup>th</sup> May,2022, the students union was informed by the authority of the college to keep records of their activities with geotagged photos.



17. As per resolution no.1. of IQAC meeting with committee of infrastructure and learning resources held on 30<sup>th</sup> May,2022, the coordinator of the committee of infrastructure and learning resources was informed to conduct survey on infrastructural facilities available in the college.

18. As per resolution on.1.of IQAC meeting with the library staff held on 30<sup>th</sup> May,2022,the librarian of the college was informed keep the library data in a logistic manner.




  
Dr.Utpal Sut 31/5/2022

IQAC Coordinator

MDKG College

Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr.Nibedita Phukan 31/5/2022

Principal and Chairperson of IQAC

Principal  
MDKG College  
Dibrugarh

Dibrugarh