

Agenda of today's meeting held on 26th April, 2019

① Decision/Opinion on the sub-committee formed by IGAC

② Finalize the feedback form

③ Future Course of Action

④ Any other matters.

Signature of Members Present:

①

[Signature] 26/4/19

②

[Signature] 26/4/19

③

[Signature] 26/4/19

(iv) M. Bagchi 26/04/19.

(v) G. Chowdhury 26/04/2019

(vi) Meeta 26.4.2019 (Manisha Dutt Hazarika)

(vii) *[Signature]* 26/4/19 (Shankar Chakraborty)

(viii) *[Signature]* 26/4/19 (Suresh Bhattacharya)

(ix) Aniruddha Dutt (ANIRUDDHA DUTTA)

(x) G. G. (LOHIT SAIKIA) 26/4/2019

(xi) *[Signature]* 26/4/19

Minutes of the meeting:

→ The first meeting of the IGAC core committee was convened on 26/4/19. The first agenda of the meeting was to discuss about the various sub-committee formed by IGAC. It was agreed that since a few names were left out in the first list, the second list should include them.

→ A tentative feedback form was formed with

Some changes made in the earlier students' appraisal of teachers. It was circulated among the core committee members which was then further approved.

→ The SSR submitted during the 3rd cycle of NAAC assessment was taken up for discussion so that the areas in which the college scored less marks could be amended. At the same time, those areas in which the college scored good marks could be further enhanced or maintained. In this regard, certain future plans were discussed at least on a yearly basis.

→ One of the issues taken up for discussion was the composition of IQAC which will include all stakeholders according to the latest notification of NAAC. In this regard, the core committee members proposed a few names for each category and a tentative list was prepared. The final list of the stakeholders is subject to approval by the concerned members.

Action Taken Report:

(1) It was resolved that the feedback from the students will be collected online. Since the technical setup required for online collection of feedback is not in place, this year the feedback will be collected on paper. From the next year onwards, feedback will be collected online.

(2) The following names were recommended as stakeholders for the IQAC committee and they will be incorporated into the committee as and when they give their consent:

(a) Management Members: Mr. Jyoti Prasad Gauri

(b) Administrative Officers: Dr. G. D. Goswami
(Vice-Principal), Bikash Baruah, Surejit Bhattacharya

(c) Local Society Nominee: Dr. K. H. Bhagwati,
Gandhi Nagar, Dibrugarh

(d) Alumni Nominee: Lovita Sachoni, PRO,
BCPL, Dibrugarh

(e) Students Nominee: President, MDKGSU.

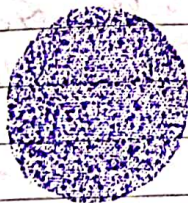
(f) Employer's Nominee: Prof. Ajanta Karmar,
Dibrugarh University

(g) Industrialist: Dr. Nazkara Ahmed, Dibrugarh

(h) Stakeholder Member: Mr. Anagjyoti Boruah
(Guardian Member)

(3) It was resolved that an IQAC Whatsapp
group will be formed for future
communication among the stakeholders.

(4) It was resolved that atleast two workshops
will be done within a short time frame
preferably on CBCS and IPR.



Co-ordinator
IQAC
MDKG College
Dibrugarh



IQAC meeting with ICT Academy

Date: 30th January, 2020

Proceedings of the IQAC meeting with ICT Academy


An IQAC meeting with ICT Academy of Assam branch was held on 30th January, 2020 in room no.1. in the college. The meeting was held under the aegis of IQAC of the college. Dr.Utpal Sut, IQAC coordinator extended warm welcome to all the members present in the meeting and Dr. Sut stated the agenda of the meeting. The sole agenda of the meeting was to discuss about the conducting of programmes by ICT academy in the college. Mr.Narendra Kumar of ICT academy was requested to present the project of their academy in the meeting. Accordingly Narendra Kumar presented the project of ICT academy and the members of the meeting found the presentation interesting and fruitful. Narendra Kumar cleared the doubts as raised by the members in the meeting.

Resolution: The following resolution was adopted in the meeting.

Resolved that the feedback of Members of the meeting on the presentation of ICT academy be sent to the Principal for its implementation.

The meeting was ended with vote of thanks offered by the IQAC coordinator to all the members present in the meeting.

Action taken: Feedback of members of the meeting is already sent to the college authority for implementation.


(Dr. Utpal Sut)

Co-ordi.
IQAC
MDKG College
Dibrugarh

IQAC Coordinator, MDKG College

| Members Present in the Presentation of ICT Academy under the aegis of IBA | | |
|---|-------------------------------|------------|
| | <u>N. N. Mohan</u> | 30/01/2020 |
| | <u>Narendra Kumar.</u> | 30/01/2020 |
| 1. | <u>Arun Singh</u> | 30/01/2020 |
| 2. | <u>Rupali Kishor.</u> | 30/01/2020 |
| 3. | <u>Banali Nalt Dameret</u> | 30/01/2020 |
| 4. | <u>Purnima Leikha</u> | 30/01/2020 |
| 5. | <u>Sukanya B. Chakraborty</u> | 30/01/2020 |
| 6. | <u>Rajyoti C. Joga</u> | 30/01/2020 |
| 7. | <u>Polly Sarkar</u> | 30/01/2020 |
| 8. | <u>Banani Das</u> | 30/01/2020 |
| 9. | <u>Mamika D. Hazarika</u> | 30/01/2020 |
| 10. | <u>Mandira B. Sarbia</u> | 30/01/2020 |
| 11. | <u>Rohit Dutta</u> | 30/01/2020 |
| 12. | <u>Sumanita Bora</u> | 30/01/2020 |
| 13. | <u>Indrani Sen Gupta</u> | 30/01/2020 |
| 14. | <u>Sanghamita Saikia</u> | 30/01/2020 |
| 15. | <u>Bonani Saikia</u> | 30/01/2020 |
| 16. | <u>Nipon Nayak</u> | 30/01/2020 |
| 17. | <u>Nayan Jyoti Sarma</u> | 30/01/2020 |
| 18. | <u>Achaji Kousar</u> | 30/01/2020 |
| 19. | <u>Pratima Gohain</u> | 30/01/2020 |
| 20. | <u>Montu Roych</u> | 30/01/2020 |
| 21. | <u>Utpal Dut</u> | 30/01/2020 |

Agenda of the meeting held on 4/3/2020.

- (1). Nomination of the names of persons to form the Academic & Administrative audit committee (Both Internal & External)
- (2). ISO-certification of computer lab and library.
- (3). Formation of IPR cell & incubation centre
- (4). Introduction of Soft-skill programme
- (5). Creation of database for student satisfaction survey
- (6). Holding of work-shops for New teaching staff.
- (7). Establishment of Social Responsibility Cell to streamline the extension activities.
- (8). Workshop on Industry-Academia, innovation practices.
- (9). Any other

Signature of Members present:

(i). N. Kulkarni 4/3/2020

(ii). G. Ghoshwami 04-03-2020

(iii). ~~Prasad~~ 04/3/2020

(iv). M. Rajesh 04/03/2020.

(v). Suresh Bhattacharyya 04/03/20

(vi). Anindha Das 04/03/2020

(vii). Surojit Bhattacharjee

(viii). BIKIN Barua

(ix). Tadananda Sarkar.

(x). Utpal Saha

Minutes of the IQAC core committee meeting held on 4th March, 2020 at office of the Principal

MDKG College, Dibrugarh

An IQAC core committee meeting was held on 4th March, 2020 at the office of the Principal in presence of the following members.

1. Dr. Nibedita Phukan, Principal and Chairperson of the IQAC.
2. Dr. Utpal Sut, Co-ordinator, IQAC
3. Dr. Shekhar Chakraborty, Member
4. Dr. Moutushi Bagchi, Member
5. Mr. Aniruddha Dutta, Member
6. Mr. Suresh Bhattacharyya, Member
7. Mr. Jadav jyoti Saikia, Member
8. Dr. Gayatri Devi Goswami, Member
9. Manisha Dutta Hazarika, Member
10. Surojit Bhattacharjee, Member
11. Bikash Baruah, Member

The chairperson extended a warm welcome to all the members of the IQAC and requested Dr. Utpal Sut, coordinator, IQAC to proceed with the agenda items.

Agenda item

Item no.1. Discussion on formation of Committee on Academic and Administrative Audit:

The co-ordinator has brought notice of the honourable members of the IQAC committee that no academic and administrative audit has been carried out in the college till date. Keeping in view the assessment and accreditation of NAAC, the academic and administrative audit has become extremely essential. The members have agreed on the issue and have adopted the following resolution in this regard.



Resolution:

1. Resolved that the academic audit committee be comprised of the following members.

Academic Audit Committee:

1. Prof. Nagen Saikia
2. Prasenjit Goswami
3. Bishnu Khargoria
4. Prof. Aporba Konwar

2. Resolved that the administrative committee be comprised of the following members.

Administrative Audit Committee

1. Mr. Lohit Deka
2. Md. Syed Saddulla
3. Dr. Rina Ahmed
4. Dr. Indira Neog
5. Iqbal Ahmed
6. Dr. Igti Kapm Rahaman
7. Sanjib Kr. Bordoloi
8. Rekha Borgohain
9. Anuj Baruah

3. Resolved that proposed academic and administrative committee be approved by the governing body of the college

Item no.2. Discussion on ISO certification:

IQAC Coordinator has presented the need of ISO certification of computer lab and library which will provide more weightage to the college in NAAC and NIRF ranking. The members agreed with the Coordinator.

Resolution:

1. Resolved that authority be requested to explore the possibility of obtaining ISO certification for the lab and library of the college.
2. Resolved that discussion be with expert for cost effective ISO-certification.

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Item no.3.**Formation of IPR Cell and Incubation centre**

The Coordinator, IQAC informed the esteemed members that the IPR cell should be formed to contribute towards quality enhancement of the college. The Coordinator also informed that an incubation centre should also be set up to mobilise resources. All the members agreed to set up an incubation centre. The members have discussed the issue and have adopted the following resolutions.

Resolution:

1. Resolved that an IPR cell be formed with the following members.

Co-ordinator: Mr.Anirban Singha

Members : Dr.Jogesh Das

Moon Moon Sarmah

Dr.Abilupta Padmanathan Gohain

Dr.Rupali Mazumdar

Rimpi Sarmah

2. Resolved that a day care centre and ATM be set up in the science block of the college for resource generation for the institution.
3. Resolved that space be provided ATM in right corner of the Arts block of the college.
4. Resolved that core committee of IQAC be given the responsibility to coordinate the matter of day care centre and ATM.
5. Resolved that permission for setting up day care centre and ATM in the college be approved by the governing body of the college.

Item no.4**Introduction of Soft-skill programme:**

The Coordinator has presented before the members of the meeting about the importance of introducing soft -skill programme in the college. The Chairperson has informed that national institute for excellence is interested to conduct coaching centre in the college.

Resolution:

1. Resolved that necessary arrangements be made by the authority to introduce the soft-skill programme in the college.



Item no.5.

Creation of database for student satisfaction survey

The Coordinator has presented the issue of creation of database for student satisfaction survey. All the members are agreed to keep departmental record of students for scholarship and other information. Mr.Surojit tells about the software which can be incorporated alumni students in the system automatically.

1.Resolution:

Resolved that students be reported to offer parents phone numbers and e-mail at the time of enrolment.

Item no.6

Workshops for Non-teaching staff:

The Coordinator emphasises on in-house training for non-teaching staff by administrative officers from DC office or University.

Resolution:

Resolved that workshops be organised by the authority for non-teaching staff of the college.

Item no.7.

Establishment of social responsibility cell

The Coordinator proposed the establishment of a social responsibility cell in the college to streamline the extension activities of the college. The members discussed the matter and the following resolution has been adopted in this regard.

Resolution:

1. Resolved that a social responsibility cell be established in the college for streamlining the extension activities of the college.

Item no.8.

Workshop on Industry-Academia, innovation practices:

The Coordinator has presented the issue of conducting workshop on Industry-Academia in the college. The chairperson has also proposed to contact OIL for workshop and training etc. for Physics department. The members have also discussed about internship in collaboration with departments like chemistry, Pharmaceutical Science etc. of Dibrugarh University.



Action taken report on the resolutions of the IQAC Core committee held on 4th March, 2020

As per resolutions no.1 and 2..of item no.1 of the meeting of IQAC core committee held on 4th March ,2020, the process of taking approval from the Governing Body of the college is initiated.

As per resolutions no.1 and 2..of item no.2 of the meeting of IQAC core committee held on 4th March ,2020, the process for ISO certification is being initiated by the IQAC with discussion with the college authority.

As per resolutions no.1 of item no.3 of the meeting of IQAC core committee held on 4th March ,2020, the notification is issued by the Principal of the college regarding the constitution of IPR cell.

As per resolutions no.2,3,4 and 5 of item no.3 of the meeting of IQAC core committee held on 4th March ,2020, the process of implementation is being forwarded by the IQAC with the discussion with the Principal of the college.

As per resolutions no.1 of item no.4 of the meeting of IQAC core committee held on 4th March ,2020, the process of taking approval from Governing body is going on.

As per resolutions no.1 of item no.5 of the meeting of IQAC core committee held on 4th March ,2020, Mr.Surojit Bhattacharjee, junior assistant in office of the college is given the responsibility to record the parents' phone numbers and students' e-mail ID at the time of admission of students in the college.

As per resolutions no.1 of item no.6 of the meeting of IQAC core committee held on 4th March ,2020, the process of conducting workshop for non-teaching is already granted by the college authority.

As per resolutions no.1 of item no.7 of the meeting of IQAC core committee held on 4th March ,2020, a social responsibility cell is constituted with Dr. Mandira Borthakur as the coordinator and Dr. Malina Basumatary, Banani Das, Bornali Nath Dowerah, Rajjyoti Gogoi, Mitali Sonowal and Sangita Gogoi as members of the cell.

As per resolutions no.1 of item no.8 of the meeting of IQAC core committee held on 4th March ,2020, process of conducting workshop with industry and Dibrugarh University is being initiated by the IQAC coordinator.


Principal
Manohari Devi Kanai Girls' College
DIBRUGARH


Co-ordinator
IQAC
MDKG College
Dibrugarh

Resolution:

1. Resolved that workshop be organised in collaboration with Industry and Dibrugarh University.

Item no.9.

Any other: Dr.Moutushi Bagchi has stated that Disciplinary Committee must be active for smooth functioning of academic activities in the college. All the members have agreed to establish strict disciplinary action against any violation of discipline.

As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the chair.



Dr.Utpal Sut
Co-ordinator
IQAC
MDKG College
Dibrugarh

MDKG College



Dr.Nibedita Phukan
Principal
Kharari Devi Kanai Girls' College
DIBRUGARH

MDKG College

Meeting of Curricular Committee

Date 07/03/2020

Agenda of the meeting held on 07.03.2020.

- (1). Introduction of certificate or Diploma course
- (2). Introduction of value-added courses imparting life-skills
- (3). Initiation of field projects or internships for the Academic Year
- (4). Introduction & feedback from Teachers, employers and Alumni.

Signature of members present:

1. Dr. Nibedita Phukan — Phukan 7/3/2020

2. Dr. Utpal Sult — Sult 7/3/2020.

3. Dr. Aditya Sainia — Sainia 7/3/20

4. Dr. Purvane Sainia — Sainia 7/3/2020

5. Dr. Abhishek P. Gohari — Gohari 7/3/2020.

IQAC Meeting with Members of Curricular aspects committee**Date: 7th March, 2020**

An IQAC meeting was held on 7th March, 2020 at the office of the Principal, MDKG College in presence of the following members.

Dr. Nibedita Phukan, Principal and chairperson of IQAC.

Dr. Utpal Sut, Coordinator, IQAC.

Dr. Adity Saikia, Member of Curricular aspect committee

Dr. Purnima Saikia, Member of Curricular aspect committee

Dr. Abilupta Padmanathan Gohain, Coordinator of Curricular aspects committee

Chairperson extended warm welcome to the members present in the meeting. Chairperson requested Dr. Utpal Sut to proceed with agenda items.

Agenda items**Item no.1.****Introduction of Certificate or diploma course**

IQAC Coordinator has presented the need of introducing certificate or diploma course in the college for the benefits of our students. Members of the meeting have agreed with the Coordinator. Dr. Abilupta Padmanathan Gohain, Coordinator of Curricular aspects committee has informed that proposal of diploma course or certificate course on career opportunities is being prepared by Dr. Jogesh Das, Coordinator of Career counselling and placement cell of the college. Chairperson has asked Dr. Gohain to submit the detail of the proposal to the authority for further action.

Resolution:

1. Resolved that proposal of diploma or certificate course prepared by Dr. Jogesh Das be submitted to the authority for scrutiny of diploma or course.
2. Resolved that the proposal prepared by Dr. Jogesh Das be placed in the Governing body for approval of the course.

Item no.2.**Introduction of Value added course imparting life skill**

IQAC Coordinator has placed the introduction of value added course in the college for quality enhancement of the college. All the members felt the need of introducing such programmes in the college to add value in quality enhancement of the college. Chairperson has informed that one such programme is being conducted by Dr. Rupali Mazumdar, Head of the department of Philosophy of the college. IQAC coordinator asked all the members whether the college authority need approval of Governing body or University to conduct such add on courses with complete authenticity.



Resolution:

1. Resolved that the value added course programme conducted by Dr. Rupali Mazumdar be approved by the Governing body or Dibrugarh University.

Item no.3.**Initiation of field projects or internship for the academic year**

IQAC Coordinator has informed the members that initiation of field projects or internship for the academic year is absolutely essential for the greater benefits of the students of MDKG College. Members have agreed with the coordinator. Dr. Abilupta Padmanathan Gohain, Coordinator of curricular aspects committee has informed that field project is being conducted by the department of Geography of the college. IQAC coordinator has emphasised the initiatives of other departments of the college to conduct field projects as a part of experiential learning method. Chairperson emphasised to take initiatives by the department of chemistry and physics to do internship in industries available in Dibrugarh district and Dibrugarh University.

Resolution:

1. Resolved that the departments of chemistry and physics be requested to initiate the process for collaboration with industries and Dibrugarh University.

Item no.4.**Introduction of feedback from Teachers, employers and alumni.**

IQAC Coordinator has informed that feedback is taken from students and parents but it is not taken from the teachers, employer and alumni of the college. Members have agreed with the coordinator. All the members have opined that the college authority may take feedback from teachers, employer and alumni of the college.

Resolution:

1. Resolved that feedback be taken from Teachers, employers and alumni of the college.

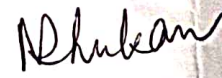
As there was no other matter for discussion, the meeting ended with a vote of thanks to and from the chair.



Dr. Utpal Sut

Coordinator, IQAC

MDKG College
Co-ordinator
IQAC
MDKG College
Dibrugarh



Dr. Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College
Principal
Manohari Devi Kanai Girls' College
DIBRUGARH

Action taken report of on resolutions of the IQAC meeting with members of curricular aspects committee held on 7th March, 2020

As per resolution no.1 of item no.1, Dr. Jogesh Das was informed to submit the proposal of diploma or certificate course to the authority for consideration.

As per resolution no.1 of item no.2., the proposal of value added course programme conducted by Dr. Rupali Mazumdar is prepared to send to the approval Governing body of the college.

As per resolution no.1 of item no.3., a letter is prepared to send to the HODs of chemistry and physics to initiate the process of collaboration with industries and Dibrugarh University.

As per resolution no.1 of item no.4., Dr. Shekhar Chakraborty, Coordinator of feedback committee is informed to take feedback from Teachers, employers and alumni of the college.



Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



Co-ordinator
IQAC
MDKG College/
Dibrugarh


MINUTES OF IQAC MEETING HELD ON 05/11/2020

An IQAC meeting with members of website committee was held on 5th November, 2020 in the office of the Principal to discuss about issues related to website of the college. At the beginning of the meeting Dr. Utpal Sut, IQAC Coordinator extended welcome to all the members of the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal of the college to preside over the meeting. Dr. Phukan accepted request and presided over the meeting. Principal asked Dr. Sut to go with the agenda.

As per agenda, Dr. Sut explained the need of re-designing the college website by incorporating possible and focus areas of the college. The other member of the meeting were agreed with Dr. Sut. and advocated for redesigning the college website. The members also discussed about offering administrative password to website committee members and responsibility of construction of website to the local party of Dibrugarh so that solution of any problem regarding website could be mitigated through proper communication.

Resolution no.1. Resolved that College website be redesigned with incorporating all the areas of the college.

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

 - 6/11/2020

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

Website committee Meeting

Contin Page
Date 5/11/2020

Members present:

1. Dr. Nibedita Phukan Whukano 5/11/2020
2. Dr. Utpal Dut Dut 5/11/2020
3. Dr. Rizia Begum Asgar Asgar 5/11/2020
4. Dipankar Sarmah Sarmah 5/11/2020
5. Anindita Singh Singh 5/11/2020
6. Surojit Bhattacharjee Bhattacharjee 5/11/2020

MINUTES OF IQAC MEETING HELD ON 18/11/2020

An IQAC meeting with members of feedback committee was held on 18th November, 2020 in the office of the Principal to discuss about feedback process of stakeholders of the college. At the beginning of the meeting Dr. Utpal Sut, IQAC Coordinator extended welcome to all the members of the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal of the college to preside over the meeting. Dr. Phukan accepted request and presided over the meeting. Principal asked Dr. Sut to go with the agenda.

Item no.1. preparation of feedback report: Dr. Sut proposed to prepare the feedback report of the students, parents, employer and alumni. The members agreed with Dr. Sut to prepare feedback report. Dr. Shekhar Chakraborty, Coordinator of feedback committee stated that the data would be collected from stakeholder to prepare the feedback report.

Item no.2. online feedback: Dr. Sut asked the members to collect online feedback from students and alumni and offline feedback from employer and parents. Other members were agreed with Dr. Sut.


Item no.3. uploading feedback report in the college website: Dr. Sut suggested to upload the feedback report in the college website. Other members agreed with Dr. Sut and wanted to upload the feedback report in the college website.

Resolution.1. resolved that responsibility of preparing feedback report be given to the feedback committee.


Resolution no.2. Resolved that online feedback be taken from students and alumni of the college.

Resolution no.3. Resolved that feedback report be uploaded in the college website.

At the end of the meeting, Principal of the college proposed vote of thanks to all the members of the meeting.

 19/11/2020
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 Kanai Girls' College
DIBRUGARH

Meeting with feedback committee,


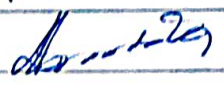
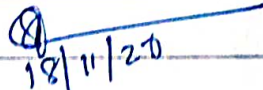

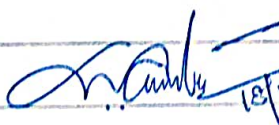
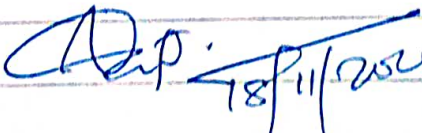
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Date 18/11/2020.

Agenda:

- (1). Preparation of feedback report.
- (2). Online feedback from stakeholders.
- (3). Uploading of feedback report in the college website.

Members present:

1. Nibedita Phukan  18/11/2020
2. Snehar Chakraborty  18/11/2020
3. Sukanya B. Chelika  18/11/20
4. Purpa Gankhona  18/11/20
5. N. D. Chakraborty  18/11/2020
6. Utpal Ditt  18/11/2020

MINUTES OF IQAC MEETING HELD ON 20/11/2020

An IQAC meeting was held with the Coordinator and members of curricular aspect committee on 20th November, 2020 in the room no.1 of Arts block of MDKG College, Dibrugarh. At the very outset Dr. Utpal Sut, Coordinator of IQAC extended heartiest welcome to all the members of the meeting. Dr. Sut stated the objective of holding the meeting and requested Dr. Nibedita Phukan, Principal of the college to chair the meeting and handed over the agenda of the said meeting. Dr. Phukan chaired the meeting and conducted the meeting as per agenda. As per agenda, Mr. Dipankar Sarmah, one of the member of IQAC core committee of the college presented the curricular aspects of AQAR with power-point. After presentation the members discussed the indicators and metric of curricular aspects of AQAR.

Item no.1: Discussion on Curricular Planning and Implementation: The members discussed about effective curriculum delivery through a well planned and documented process, institutional adherence to the academic calendar including conduct of continuous internal evaluation, teachers' participation in academic council/BoS of affiliating university, setting of question papers for UG/PG programs, design and development of curriculum for add on/ certificate/ diploma Courses and assessment /evaluation process of the affiliating university.

Item no. 2. Discussion on Academic Flexibility: The members discussed the Implementation of Choice Based Credit System (CBCS)/ elective course, Offering add on /certificate programs offered during the year, number of students enrolled in certificate/ add-on programs as against the total number of students during the year and number of students enrolled in subject related certificate or add-on programs during the year

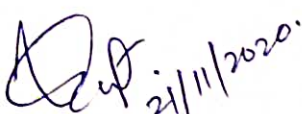
Item no. 3. Discussion on Curriculum Enrichment: Members discussed the integration of crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the curriculum, number of courses that include experiential learning through project work/fieldwork/internship during the year.

Item no.4. Discussion on Feedback System: Members discussed about obtaining feedback from the following stakeholders viz. students, teachers, employer and alumni. Members also discussed about analysis of feedback collected from the stakeholders and upload on college website.


Resolution: After discussion the following resolutions were adopted.

1. Resolved that add on or certificate course be introduced in the college.
2. Resolved that list be prepared for courses that include experiential learning through project work/fieldwork/internship during the year.
3. Resolved that feedback be obtained from teachers, parents, employers and alumni.

The meeting was 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

Meeting with Curricular aspects and feedback committee.

Camlin Page

Date 20/11/2020.

- ①. Discussion on curricular aspects as required for AQAR & preparation.

Members present!

1. Nibedita Phukan
2. Utpal Sult
3. Shantanu Chakraborty
4. Dipankar Sarmah
5. Prasanna Sankar
6. Suresh Chandra
7. Abhishek P. Gohain
8. Pooja Das

Nibedita Phukan
20/11/2020

Utpal Sult
20/11/2020

Shantanu Chakraborty
20/11/2020

Dipankar Sarmah
20/11/2020

Prasanna Sankar
20/11/2020

Suresh Chandra
20/11/2020

Abhishek P. Gohain
20/11/2020

Pooja Das
20/11/2020

MINUTES OF IQAC MEETING HELD ON 27-11-2020

An IQAC meeting was held on 27th November, 2020 in the room no. 'I' of arts block MDKG college, at 1 PM. At the very outset, Dr. Utpal Sut, IQAC coordinator extended his heartfelt welcome to all the members of the meeting and stated the objective of the holding the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting. Dr. Phukan chaired the meeting and asked Mr. Dipankar sarmah to present the criteria no (III) of AQAR. Accordingly Mr. Sarmah explained the criterion with power point and discussed all the indicators of criterion no III of AQAR. After presentation the members discussed the issues related to research, extension and innovation.

ITEM NO (1): Resource mobilisation for Research: Members discussed the issues like grants receive from government and non-government agencies for research project, availing of research projects by the different departments of the college, conduction of seminars, conference, workshops by the institution in coming years, publication of research papers by the faculty members in UGC notified carelist journals, publication of book/ edited volumes in national and international conference proceedings.

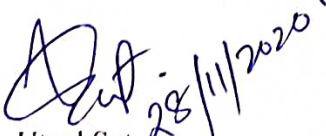
ITEM NO (2): Extension Activities: Members discussed the carrying out of extension activities in the neighborhood community especially in adoptive village of the college to sensitise social issues to students and for their holistic development. Members also discussed about the conduction of extension and outreach activities/ programmes by the institution through NSS/NCC of the college in different schemes of government of India and making a list of students participation in extension activities.


ITEM NO (3): Collaboration: The members discussed about collaborations or linkages for faculty exchange, student exchange, internship, field trip and survey by different departments of the college. Members also discussed about the MOU's with industry as part a part of industry academic approach.

RESOLUTION:

1. Resolved that extension activities be carried out in adopted village of the college.
2. Resolved that linkages be made for student exchange and field trip by the departments of the college of their own.

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

ISAC meeting with Research Committee, Collaboration Committee and NSS/NCC; Persons engaged with adopting village.

Date 27/11/2020

① Discussion on how to fill up the Research, Innovation and Extension in new AQAR format.

Members present:

1. Nibedita Phukan

27/11/2020

2.

3. Dipankar Sarmah

27/11/2020

4. Manashi Ghosh

27/11/2020

5. Utpal Saha

27/11/2020

6. Dr Bala Hunderjan

27/11/2020

7. Mitali Bora

27/11/2020

8. Saangita Gogoi

27/11/2020

9. Bhavani Maier

27/11/2020

10. Shilupa P. Gohain

27/11/2020

11. Dr. Rizia Begum Dasgupta

27/11/2020

12. Dr. Shreemoyee Boddai

27/11/2020

13. Jyoti Kohwar

27/11/2020

14. Anirban Singh

27/11/2020

MINUTES OF IQAC MEETING HELD ON 5-12-2020

An IQAC meeting was held on 5th December, 2020 at room no. '1' of arts block of MDKG college, Dibrugarh to discuss about the different issues of teaching, learning and evaluation of Annual Quality Assurance Report(AQAR). At the very outset, Dr. Utpal Sut IQAC coordinator extended his warm welcome to the all members of the meeting and stated the objective of holding the meeting and handed over the agenda to Dr. Nibedita Phukan, Principal of MDKG college. Dr. Sut requested the Principal Madam to chair the meeting. Dr. N. Phukan accepted the request and chaired the meeting. As per agenda Dr. Phukan asked Mr Dipankar Sarmah one of the core committee members of IQAC of MDKG college to present the criteria of teaching, learning and evaluation. Mr Sarmah presented the criteria with power point and the member of the meeting elaborately discussed the different issues of teaching ,learning and evaluation.

ITEM NO (1): Students enrollment and profile: members discussed about student admission, sanctioned seats of the college, seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, as per government reservation policy).

ITEM NO (2): Catering to student diversity: Members discuss about the assessment levels of students and organization of special programmes for advanced learners and slow learners and students full time teacher ratio.

ITEM NO (3): Teaching- learning process: Members discuss about student centric learning method such as experimental learning participative learning and problems of solving methodologies for enhancing learning experiences. Members also discussed about the use of ICT for teaching learning process, Mentor- Mentee process for academic and other related issues. All the members stressed on the implementation of Mentor- Mentee system in a systematic way.

ITEM NO (4): Teacher profile and Quality: Members discussed about status of full-time teaches against sanctioned posts, fulltime teachers against sanctioned posts, full time teachers with Ph.D, Years of teaching experience of full time teachers.

ITEM NO (5): Evaluation Process and reforms: Members discussed about the transparency in internal assessment mechanism and mechanism to deal with grievances related to internal assessment. The members stressed on transparent, time bound and efficient mechanism to show the grievances related to assessment.


ITEM NO (6): Students performance and outcome: Members of the meeting discussed about awareness of programme outcome and course outcomes. Members also discussed about pass percentage of students in the academic years of 2019-20.


ITEM NO (7): Students satisfaction survey: Members discussed about the conduct of students satisfaction survey and framing a questionnaire for the survey and pasting of link to the college website. The members were in opinion of conducting the students satisfaction survey by IQAC in Consultation with committee on teaching, Learning and evaluation.

RESOLUTION:

1. Resolved that remedial classes be conducted for the slow learners.
2. Resolved that students satisfaction survey be conducted by the IQAC in consultation with committee on teaching, learning and evaluation.

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**


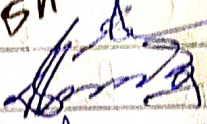
ISAC meeting with Coordinator & members of Teaching, Learning and Evaluation committee, person engaged in prospectus preparation and admission procedures, all HODs, Coordinators & members of Grievances Redressal cell.

(1). Discussion on how to fill up the teaching, learning and evaluation criterion in new AQAR format.

Members present:

1. Nibedita Akhara 5/12/2020
2. Uttam Surt
3. Dipankar Sarmah 5/12/2020
4. Uttam Goswami 5-12-2020
5. Namashi Sharma
6. Manisha R. Lariang 5/12/2020
7. Mitali Sonowal 5/12/2020
8. Samrita Goss 5/12/2020
9. Mandira Borthakur Saha 5/12/2020
10. Sanghamitra Saikia 5/12/2020 S. Saikia 5/12/20
11. Aditya Saikia Saikia 5/12/20
12. Pannita Phukan P.Rh / 5/12/20
13. Manjuri Borgehi J. Dey 5/12/20
14. Rimpi Sarmah Rimpi Sarmah 5/12/2020
15. Polly Sarkar Sarkar 5/12/2020
16. Indira Senaria Sarkar 5/12/2020
17. Bonani Saikia Bha 5/12/2020
18. Rupjari Das 5/12/2020
19. Manishu Bordoloi B 5/12/20
20. M. Mon Mon Sarmah 5/12/2020
21. Arjun 5/12/2020

22. ~~22~~ Anirban Singha
23. Dr. Shekhar Prasad
24. Shrawan Choudhary
25. Joseph Das
26. Malina Bahumeteng


 5/12/2020

 5/12/20
 05/12/2020
 05/12/2020

MINUTES OF IQAC MEETING HELD ON 09-12-2020

An IQAC meeting was held on 5th December, 2020 at room no. 'I' of arts block MDKG college, Dibrugarh to discuss about student support and progression criterion of AQAR. At the very outset, Dr. Utpal Sut IQAC coordinator extended his warm welcome to the all members of the meeting and stated the objective of holding the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting and Dr. N Phukan accepted the request and chaired the meeting. Dr. Phukan asked Mr Dipankar Sarmah present the criteria of student support and progression of AQAR. Accordingly, Mr. Sarmah presented the criterion with power point.

ITEM NO (1) : Student support: After the presentation of Mr. Sarmah, the members of the meeting discussed about the scholarships and free ships provided by the institution to the students, initiatives taken by the college for capacity building and skill enhancement, guidance given by the college to the students for competitive examination and career counseling, timely redressal of grievances of students.

ITEM NO (2): Student progression: Members discussed about the placement of outing students, progression to higher studies, student qualifying in state and national and international examinations.

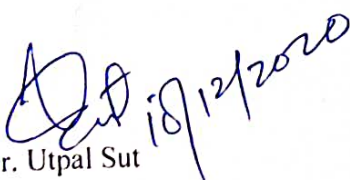
ITEM NO (3): Students Participation and activities: Members discussed about the outstanding performance of students of the college in sports, cultural activities at university, state, national and international level. The members also discussed about the students representation in various administrative, co-curricular and extra-curricular activities. Dr. Sut stated that many students of the college participated in the college week event of the institutional and won prizes. Dr. Sut also opined that record of events of the college should be kept by the students union and it should be scrutinized by the evets- in-charge. Dr. Nibedita phukan, Principal of the college strongly supported the participation of students and cultural activities for their all round holistic development.


ITEM NO (4): Alumni engagement: Members discussed about the registration of alumni association of the college. Dr Anita Sharma stated that the process of registration of alumni association was initiated herself but the registration process is yet to complete. Dr. Utpal Sut, IQAC coordinator stated that registration of alumni association is indispensable as a charity association. Dr. Sut proposed to organize a meeting with alumni association.

RESOLUTION :

1. Resolved that sports body of the college be given responsibility to keep record of the participation of students in sports activities in state, national and international level.
2. Resolved that mechanism be developed by career counseling placement to keep records of student progression to higher studies.

The meeting was 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

"ISAC meeting with Coordinators and members of Student Support and progression sub-committee, Nodal Officer of Scholarship portal, Coordinators and members of Grievance redressal cell, Coordinators and members of Anti-ragging Squad, Coordinators and members of Sexual Harassment cell, All the HODs, Coordinator/Secretary and members of Alumni Association."

Purpose of the meeting: To know and discuss about how to fill up the criterion 'v' of AQAR in new format to be introduced from 2020-21 session.

Members Present:

1. Nikhile Phukan

N. Phukan
9/12/2020

2. Utpal Sait

U. Sait
9/12/2020

3. Dipankar Sarmah

D. Sarmah

4. Shrestha Chakraborty

S. Chakraborty

5. Utpal Sait

U. Sait

6. Purnima Choudhury

P. Choudhury

7. Ashwini Mahapatra

A. Mahapatra

8. Jogesh Das

J. Das
9/12/2020

9. Dr. Malini Banerjee

M. Banerjee
9/12/2020

10. Moukuni Bordoloi

M. Bordoloi
9/12/2020

11. Parmita Phukan

P. Phukan
9/12/2020

12. Polly Sarkar

P. Sarkar
9/12/2020

13. Preminia Sankar

P. Sankar
9/12/2020

14. Bonani Saikia

B. Saikia
9/12/2020

15. Rishi Sarmah

R. Sarmah
9/12/2020

16. Shekhar Kumar

S. Kumar
9.12.2020

17. Dr. Anita Sharma

9/12/20

18. Rupali Mishra

9.12.20

19. Gurnali Nath Senarath

9/12/20

20. Rupijon Das

9/12/20

21. Adity Saini

Saini 9/12/20

22. Balu Handjan

Handjan 9/12/20

MINUTES OF IQAC MEETING HELD ON 14-12-2020

An IQAC meeting was held on 5th December, 2020 at room no. 'I' of arts block MDKG college, Dibrugarh to discuss about different issues relating to governance, leadership and management. At the very outset, Dr. Utpal Sut IQAC coordinator extended his warm welcome to the all members of the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting. Dr. N Phukan accepted the request and conducted the meeting. Dr. Phukan asked Mr Dipankar Sarmah to explain the criterion VI of AQAR. Accordingly, Mr. Sarmah explained the criterion with power point. After the presentation of Mr. Sarmah, elaborate discussion was held on the criterion among the members of the meeting.

ITEM NO (1): Institutional vision and leadership: Members discussed about the mission and vision of the institution, decentralization and participative management, strategic plan or perspective plan of the college, effectiveness and efficiency of institutional bodies, implementation of e-governance in areas of operation viz administrative, finance and accounts, student admission and support and examination.

ITEM NO (2): Faculty empowerment strategies: Members discussed about effective welfare measures for teaching and non-teaching staff, provide financial support to the teachers for attending conferences, workshops and membership fees of professional bodies, organization of professional development programs for teaching and non-teaching staff, teachers participation in faculty development programme and performance appraisal for teaching and non-teaching staff of the college.

ITEM NO (3): Financial management and resource mobilization: Members discussed about conducting of internal and external audits, funds received from government, non-government bodies, individuals, philanthropers and institutional strategies for mobilization of funds and optimum utilization of resources.


ITEM NO (4): Internal Quality Assurance System : Members discussed about the issues like contribution of IQAC for institutionalizing the quality assurance strategies and processes, reviews of teaching process, structures and methodologies for operations and learning outcomes, recording of incremental improvements in various activities of the college. The members also discussed about the quality initiatives of the institution.

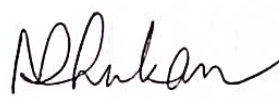
RESOLUTION (1): Resolved that perspective plan be prepared by the committee of Governance, leadership and management.

RESOLUTION (2): Resolved that thrift society be formed to take welfare measures for teaching and non-teaching staff of the college.

RESOLUTION (3): Resolved that Academic and Administrative Audit be conducted by the IQAC of the college.

The meeting was ended with vote thanks from the chair.


15/12/2020
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

T&AC meeting

Camlin Page
Date 14/12/2020

T&AC meeting with Coordinators and members of Governance, leadership and management sub-committee, Teachers' representative to GB, librarian, Vice-Principal, Coordinators and members of Planning committee, Coordinators and members of purchasing committee, Coordinator and members of PMU, RUSA, Person engaged in charge of submitting NIRF, Non-teaching staff representative to GB, UDA/Accountant.

Purpose: "How to fill up the criterion VI-i.e. Governance, leadership and management in new AQAR format of NAAC." — A critical discussion.

Members present: (Signatures).

1. Nibedita Phukan

N. Phukan
14/12/2020

2. Utpal Sut

U. Sut
14/12/2020

3. Purnima Chutia

P. Chutia
14/12/2020

4. Uma Devi

U. Devi
14/12/2020

5. Malina Banumatary

M. Banumatary
14/12/2020

6. Dipankar Sarmah

D. Sarmah
14/12/2020

7. Indrajyoti Saikia

I. Saikia
14/12/2020

8. Anisuddha Datta

A. Datta
14/12/2020

9. Bikash Baruah

B. Baruah
14/12/2020

10. Surojit Bhattacharjee

S. Bhattacharjee
14/12/2020

11. Tuhin Datta

T. Datta
14/12/2020

12. N. D. Chakraborty

N. Chakraborty
14/12/2020

13. Dr. Rizia B. Laskar

R. Laskar
14/12/2020

Continued from
Page 1

14. Millbrook, 11/11/1910

15. Garretts 6/5/11 7/11/12 10

16. Lakeview Community 11/12/2010

MINUTES OF IQAC MEETING HELD ON 15/12/2020

An IQAC meeting was held on 15th December, 2020 at room no.1 of arts block of MDKG College to discuss about institutional values and best practices i.e. criterion VII of AQAR. At the beginning of the meeting, Dr. Utpal Sut, IQAC Coordinator of the college extended warm welcome to the members of the meeting and requested Dr. Nibedita Phukan, Principal of the college to preside over the meeting. Dr. Phukan accepted the request and presided over the meeting. The Principal asked Mr. Dipankar Sarmah, one of the core committee member of IQAC to present the criterion of institutional values and best practices of AQAR with power point. After the presentation of Mr. Sarmah, the members of the meeting discussed the different issues as follows.

Item no.1. Institutional values and social responsibilities: Members of the meeting discussed about institutional measures for the promotion of gender equity, institutional facilities for alternate sources of energy and energy conservation measures, institution arrangement for degradable and non-degradable waste, availability of water conservation facilities in the institution, green campus initiatives, conducting quality audit on environment and energy, disabled friendly barrier free environment, institutional provision for inclusive environment, human values, professional ethics, code of conduct for students, teachers, administrator and other staff. Members also discussed about celebrations of national and international commemorative days, events and festivals in the college.

Item no.2. Best practices of the College: Members discussed about two best practices of the college viz. extension activity and cleanliness. Dr. Nibedita Phukan, Principal of the College suggested to conduct extension activities in adopted village of the college. Others members of the meeting agreed with the Principal Madam. Principal Madam also suggested to conduct cleanliness programme both inside and outside the college.


Item no.3. Institutional distinctiveness: Members of the meeting discussed about institutional distinctiveness. Dr. Utpal Sut, IQAC Coordinator suggested to continue the best performances of students in their final results of University to make college different from the other colleges of affiliating university. Other members agreed with Dr. Sut.

After discussion, the following two resolutions were adopted.

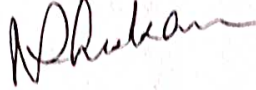
Resolution no. 1. Resolved that arrangement be made for inclusive environment in the College.

Resolution no. 2. Resolved that extension programme be conducted in adopted village of the college.

The meeting was ended with vote of thanks. IQAC Coordinator proposed vote of thanks to the Principal and all the members of the meeting.


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 Kanai Girls' College
DIBRUGARH

IQAC meeting

Camlin Page
Date 15/12/2020

"IQAC meeting with coordinators and members of Institutional values and Best practices, Gender sensitization cell, Career counselling cell, Eco-club, Health and Sanitization cell, Code and conduct and professional ethics."

Objective of the meeting:

"To discuss how to fill up the criterion seven i.e. Institutional values and best practices in new AQAR format!"

Members present:

1. Nibedita Phukan

Phukan 15/12/2020

2. Utpal Sut

Sut 15/12/2020

3. Banani Das

Das 15/12/2020

4. Santimata Barali

Barali 15/12/2020

5. Akhina Das

Das 15/12/2020

6. Jogesh Das

Das 15/12/2020

7. Puspa Gaonkhora

Gaonkhora 15/12/2020

8. Malina Balamatary

Balamatary 15/12/2020

9. Abhishek P. Gola

Gola 15/12/2020

10. Pratiksha Prasad Sankar

Sankar 15/12/2020

11. Rajjyoti Gogoi

Gogoi 15/12/2020

12.

MINUTES OF IQAC MEETING HELD ON 17-12-2020

An IQAC meeting was held on 17th November, 2020 in the room no. 'I' of arts block MDKG college, at 1 PM. At the very outset, Dr. Utpal Sut, IQAC coordinator extended his heartfelt welcome to all the members of the meeting and stated the objective of the holding the meeting. Dr. Sut requested Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting. Dr. Phukan chaired the meeting and asked Mr. Dipankar sarmah to present the criteria no (IV) of AQAR. Accordingly Mr. sarmah explained the criterion with power point and discussed all the indicators of criterion no IV of AQAR. After presentation the members discussed the issues related to Infrastructure and learning resources.

ITEM NO (1): Physical Facilities: Members discussed about adequate infrastructure and physical facilities for teaching learning viz classrooms, laboratories, computing equipment etc., facilities for cultural activities, sports, games(indoor and outdoor), gymnasium ,yoga centre etc., ICT facilities for teaching and learning in the college like smart class, MOODLE (LMS) etc. Members also discussed about the expenditure to be incurred for infrastructure augmentation of the college excluding salary in a financial year.

ITEM NO (2): Library as a learning resource: Members discussed about integrated library management system, institutional subscription for e-journal, e-shodhsindhu, Shodganga membership , e-books, databases etc., expenditure for purchase of book/ e-books/journals/e-journal etc., per day user (both teachers and students) of the college.

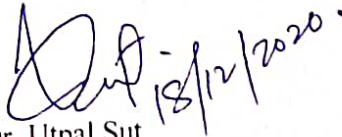
ITEM NO (3): IT infrastructure : Members discussed about IT facilities including Wifi, student computer ratio, internet connectivity in the college.


ITEM NO (4): Maintenance of Campus infrastructure: Members discussed about the expenditure incurred on maintenance of infrastructure for both academic and physical support facilities excluding salary. Members also discussed about the source of funds for infrastructure augmentation of college. Members discussed about the policy documents for maintaining and utilizing physical, academic and support facilities viz laboratory, library, computer and classroom etc.

RESOLUTION :

1. Resolved that MOODLE be continued as learning management system in the institute.
2. Resolved that policy documents be for maintaining and utilizing both academic and physical support facilities of the institution.

The meeting was 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

"IQAC meeting with the Coordinators and members of Infrastructure and learning resource committee, person in charge of cultural activities, sports, Gym, Yoga Centre, SA Head & non-teaching staff, UDA/accountant and librarian."

Purpose of the meeting: To know how to fill up the criterion 4 i.e. Infrastructure and learning resources in new format of AQAR.

Members present:

1. Nibedita Phukan

Phukan
17/12/2020

2. Utpal Sut

Sut
17/12/2020

3. Utpal Gogoi

Gogoi
17/12/2020

4. Ashwini Das

Das
17/12/2020

5. Rajjyoti Gogoi

Gogoi

6. Anurban Singha

Singha
17/12/2020

7. Tadarjyoti Sarkar

Sarkar

8. N.D. Chakraborty

Chakraborty
17/12/2020

9. Bidyut Boruah

Boruah

10. Tubhi Datta

Datta
17/12/2020

11. Dhaniraj Sarmah

Sarmah
17/12/2020

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 4th 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.

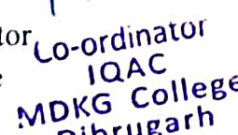
Item no.7. Discussion on Institutional values and best practices: The IQAC Coordinator felt the need of discussion of the issues related to institutional values and best practices like institutional values and social responsibilities, best practices and institutional distinctiveness etc. and members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


Co-ordinator
IQAC
MDKG College
Dibrugarh


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


Manohari Devi Kanol Girls' College
Dibrugarh

IOAC Meeting (General)

Camlin Page
Date 4/10/2021

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

Members Present:

1. Dr. Nibedita Phukan Phukan 4/10/2021
2. Purnima Chutia Chutia 4/10/2021
3. Dr. Utpal Sait Sait 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 Sarmah Sarmah 4/10/2021
9. Dr. Mandira B. Selva Selva 4/10/21
10. Dr. Malina Bahumataray Bahumataray 04/10/2021
11. Dr. Akiluph P. Cobi Cobi 04/10/21
12. Dr. Rizia B. Lorkar Lorkar 4/10/2021
13. Ujjal Goswami Goswami 4/10/2021
14. Dipankar Sarmah Sarmah 04/10/2021
15. Jyoti Mani Gogoi Gogoi 04/10/2021
16. Jyoti Sankia Sankia 4/10/21
17. Monika Gogoi Gogoi 4/10/21
18. Puspa Gankhona Gankhona 4/10/2021
19. Dr. Bhramya Bordoloi Bordoloi 04/10/21
20. Sanghamita Sankia Sankia 04/10/21
21. Dr. Sukanya B. Chelika Chelika 04/10/21
22. Dr. Apali Majumdar Majumdar 4/10/21
23. Ganga Goss Goss 4/10/21
24. Mitali Sonowal Sonowal 04/10/2021
25. Parmita Phukan Phukan 4/10/2021
26. Dr. Purnima Sankia Sankia 4/10/2021
27. Rimpi Sarmah Sarmah 4/10/2021
28. Kabyasree Datta Datta 4/10/21
29. Polly Sankar Sankar 4/10/21
30. Purnima Gogoi Gogoi 4/10/21

31. Bhagyalakshi Barnah

B Barnah
4/10/21

32) Nayan Jyoti Samal

Barnah
04/10/2021

33) Rijiyali Yaga

Ry

34) Dr. Usha Devi

D. 04/10/2021

35) Banani Das

B. 04/10/2021

36) Monshini Bredhi

B.

37) Manisha Dutta Hazarika

M. 4/10/2021

38) Shikhar Chakraborty

S. 4/10/21

39) Dr. Belin Bendeigne

B. 4/10/2021

40. Dr. Ashwini Maesay

A. 4/10/21

41. Dr. Punyapurna Banerjee

B. 4/10/21

42. Dr. Anjali Singh

A. 4/10/21

43. Sanghamita Saikia

S. 4/10/21

S. Saikia

MEETING DATE: 23-11-2021
IQAC GENERAL MEETING

A general meeting was held on 23rd 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.

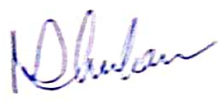
Item no.2 Dr. Sut pointed out the issues related to infrastructure and learning resources like physical facilities, library as a learning resource, IT infrastructure, maintenance of Campus infrastructure, student support, student progression, student participation and activities and alumni engagement, 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
Co-ordinator
IQAC
MDKG College
Dibrugarh
24/11/2021


Dr. Nibedita Phukan
Principal and Chairperson of IQAC
MDKG College
Dibrugarh
Principal
Manchhari Devi Kanti Girls College,
Dibrugarh

ISAC Meeting

Camlin Page
Date 23/11/2021

Objectives of the meeting:

To discuss about the AOR preparation & submission.

1. Dr. Nibedita Phukan M Anba
2. Purnima Chatter Chuti 23/11/2021
3. Anja Borah Sankar 23/11/21
4. Dr. Balin Handique W 23/11/21
5. Banani Das S 23/11/2021
6. Anita Sharma A 23/11/2021
7. Shreebas Chakraborty K 23/11/2021
8. Dr. Usha Devi P 23/11/2021
9. Dr. Rishi Kishor H. 23/11/2021
10. Sanghamitra Saikia S. Saikia 23/11/21
11. Pampa Garmukhona S. 23/11/2021
12. Rajyoti Gogoi A. 23/11/2021
13. Nayan Jyoti Sarma S. Sarma 23/11/2021
14. Rimpi Sarma Rimpi Sarma 23/11/2021
15. Dr. Pranita H. Senlana S. 23/11/2021
16. Dr. Sheenogee Bardoloi S. 23/11/21
17. Polly Sarkar M. 23/11/21
18. Kabyasree Datta S. 23/11/21
19. Dr. Ashwini Maiboi S. 23/11/21
20. Purnima Gogoi P. 23/11/2021
21. Gitashree Choudhary S. 23/11/21
22. Freety Eklak S. 23/11/2021
23. Bhagyashree Baruah S. 23/11/21
24. Ankita Das S. 23/11/21
25. Anirban Singha S. 23/11/21
26. Manasi Sharma S. 23/11/21
27. Jogesh Das S. 23/11/21
28. Dikanta Sarma S. 23/11/21
29. Indrani Sen Gupta S. 23/11/21
30. Sangadeo Saikia S. 23/11/21

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23/11/2021

31 Babita Bara

32 Mardina B. Saha

33 Dr. Malina Basumatary

34 Dr. Rupa B. Dasgupta

35 Dr. Abhishek P. Chakraborty

36 Soorajit Goswami

37 Mitali Sonowal

38 Jaganjit Sankar

39 Nishu Boudh

40 Utpal Dasgupta

41 Aniruddha Dutta

42 Utpal Dasgupta

23/11/21

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23/11/21

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

An IQAC core committee meeting was held on 11th 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

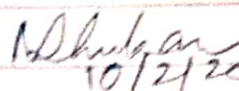



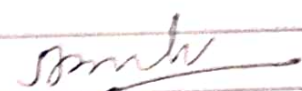
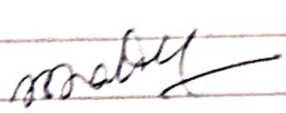

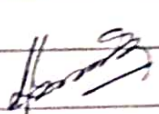
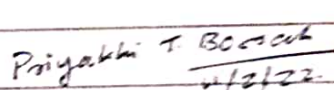
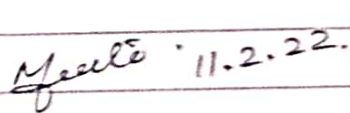
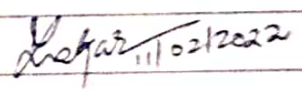
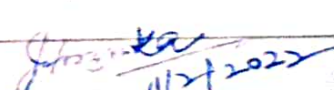
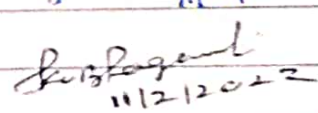
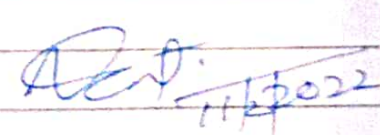
Principal
Manohari Devi Kanol Girls' College
Dibrugarh

IOAC Core Committee Meeting

Date: 11-02-2022.

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| Comlin | Page |
| Date | 1 1 |

Signatures of the members present:

1. Nibedita Phukan  10/2/2022
2. JYOTI P KANOI  11/2/2022
3. JADAVJYOTI SRIKIA 
4. Aniruddha Dutta 
5. Anju Boruah 
6. Surish Bhattacharyya 
7. Surojit Bhattacharjee 
8. Shaktar Chakraborty 
9. Priyanki Thenged Boruah  11/2/22
10. Manisha Dutta Hazarika  11.2.22.
11. Dr. Rizia B. Laskar  11/02/2022
12. Jiten Hazarika  11/2/2022
13. Khaniadra Misra Bhagwati  11/2/2022
14. Utpal Sui  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: 29TH APRIL, 2022
IQAC MEETING WITH HEADS OF THE DEPARTMENT

An IQAC meeting with Heads of the Department of the college was held on 29th 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 Kanai 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: 29th 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. Dhanu
29/4/2022

ISAC meeting with HODs

Comlin Page
Date 29/04/2022

Members present:

1. Nibedita Phukan
2. Purnima Chutia
3. Utpal Sut
4. Manisha D. Hayakie
5. Rupoli Das
6. Sanani Das
7. Dr. Malina Basumatary
8. Puspa Gankhoma
9. Rimpi Sarma
10. Dr. Parnita Phukan
11. Dr. Aditya Sainia
12. Dr. Balin Henderson
13. Dr. Sangeeta Sainia
14. Polly Sarkar
15. Sukanya B. Chelika
16. Nayan Jyoti Sarma
17. Rajjyoti Gogoi
18. Dr. Rohit Sankar
19. Dr. Shaktar Choudhary
20. Houshuu Koochors
- 21

Nibedita Phukan
29/4/2022

Phukan
29/4/22

Utpal Sut
29/4/22

Manisha D. Hayakie
29/4/22

Rupoli Das
29/4/22

Sanani Das
29/4/2022

Dr. Malina Basumatary
29/4/22

Puspa Gankhoma
29/4/22

Rimpi Sarma
29/4/2022

Dr. Parnita Phukan
29/4/2022

Dr. Aditya Sainia
29/4/22

Dr. Balin Henderson
29/04/22

Dr. Sangeeta Sainia
29/04/2022

Polly Sarkar
29/4/22

Sukanya B. Chelika
29/04/22

Nayan Jyoti Sarma
29/04/2022

Rajjyoti Gogoi
29/4/22

Dr. Rohit Sankar
29/4/22

Dr. Shaktar Choudhary
29/4/22

Houshuu Koochors
29/4/2022

MEETING DATE: 2ND MAY, 2022

IQAC MEETING WITH CURRICULAR ASPECTS COMMITTEE

An IQAC meeting with the Coordinator and members of Curricular aspects committee was held on 2nd 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 been 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

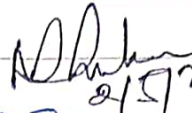
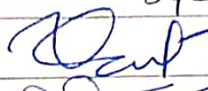

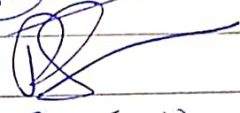
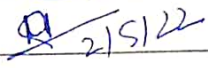

Dr. Nibedita Phukan
Principal and Chairperson of IQAC
MDKG College
Dibrugarh
Principal
Manohari Devi Kanci Girls' College
Dibrugarh

ISAC meeting with
Curricular Aspects Committee

Camlin Page
Date

Date: 2/5/22

Members present;

1. Nibedita Phukan  2/5/2022
2. Uttapal Sult 
3. Abhirup P. Gohain 
4. Priyanka Sankar 
4. Monika Gogoi  2/5/22
- 5.

IQAC Meeting with Curricular Aspects Committee

Date: 2nd 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: 4TH 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 4th 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^{PTM} and Coordinator of
Canteen committee

Date: 4TH 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

Cornlin Page

Date 4/5/2022

Signatures of the Members present:

1. Nibedita Phukan

Nibedita Phukan
21/5/2022

2. Utpal Sut

Utpal Sut
4/5/2022

3. Subal Singh

Subal Singh

4. Polly Sarkar

Polly Sarkar

5. Uma Devi

Uma Devi
4/5/2022

6. Anirban Singha

Anirban Singha
4/5/2022

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 9th 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.

Dhruvan
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**

An IQAC meeting with the coordinator and members of **committee of Research, Innovation and Extension** was held at 12 pm on 9th 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.

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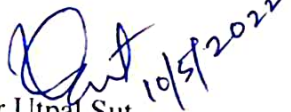
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After discussion the members took the following resolution.

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.



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 Kanai Girls' College
Dibrugarh

9/5/2022
ISAC meeting with committee of
Research, Innovation and Extension,

Signatures of the members present;

1. Dr. Nibedita Phukan

2. Dr. Utpal Saha

3. Juli Konwar

4. Shaemoyee Bardoloi

5. Dr. Rizia B. Khatun

6. Dr. Shekhar Tiwari

Dr. Phukan

9/5/2022

Dr. Saha

9/5/2022

Dr. Konwar

9/5/22

Dr. Bardoloi

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 9th 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.

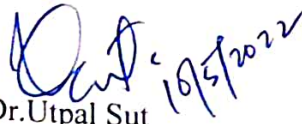
Item no.6. Evaluation of PO's and CO's: IQAC Coordinator apprised the members about the PO's and CO's. The members discussed about the programme outcome and course outcome of different departments of the college. The IQAC Coordinator gave importance on the evaluation of PO's and CO's. He said that programme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

Dr. R. K. Ramesh
9/5/2022

IQAC meeting with committee
of Teaching, Learning & Evaluation

9/5/2022

| | |
|--------|------|
| Date | Page |
| 9/5/22 | 1 |

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 Sarma

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 10th 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.

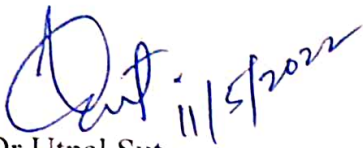
Item no.7. Participation of students in events/competition: IQAC Coordinator requested the members to take a proper track of records of students participation in different events and competition in a systematic manner. All the members opined that such records may be kept by each and every department 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 Kanai 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 10th 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

IQAC Coordinator

MDKG College

Dibrugarh

Co-ordinator

IQAC

MDKG College

Dibrugarh



Dr. Nibedita Phukan

Principal and Chairperson of IQAC

MDKG College

Dibrugarh

Principal

Mandohari Devi Kanai Girls' College
Dibrugarh

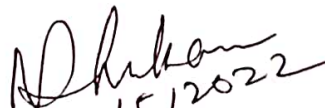
IQAC MEETING WITH COMMITTEE OF GOVERNANCE, LEADERSHIP
MANAGEMENT

DATE: 10/05/2022

TIME: 1PM

AGENDA OF THE MEETING

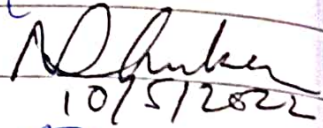
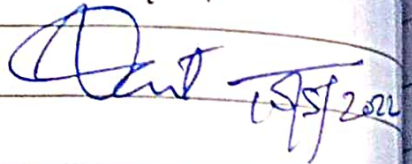
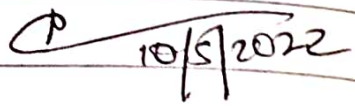
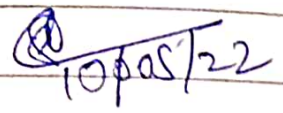
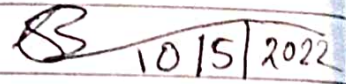
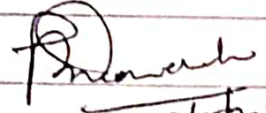
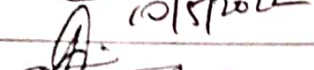
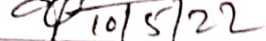
1. Introduction by IQAC
2. Chair the meeting by the Principal Madam
3. The institutional strategies/Perspective plan
4. Implementation of e-governance in area of institutional operation
5. Welfare measures
6. Conducting of professional development / administrative programme
7. Performance appraisal
8.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


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. Uttam Sut  10/5/2022
3. Rupjyoti Das  10/5/2022
4. Sukanya B. Chakraborty  10/5/2022
5. Surojit Bhattacharjee  10/5/2022
6. Barunali Nath Dowerah  10/5/2022
7. Uma Devi  10/5/2022
8. Lokit Saha  10/5/2022

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

An IQAC Core committee meeting was held on 11th 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.

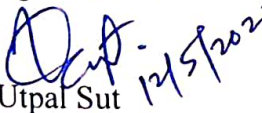
Item no.3.Institution performance appraisal system for teaching and non-teaching staff: the IQAC Coordinator place the issue of institution performance appraisal for teaching and non-teaching staff. Dr.K.M.Bhagawati told that college should adopt the proper format for performance appraisal for both teaching 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: 11TH 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

Nibedita Phukan
11/5/2022

2. Adity Sainia

Adity Sainia 11/5/22

3. K.M. Bhagwati

K.M. Bhagwati
11/5/22

4. Manisha Datta Hazarika

Manisha Datta Hazarika 11/5/22

5. Sushrismita Konwar

Sushrismita Konwar
11.5.22

6. Anita Sharma

11.5.22

7. Indya Hazarika

11.05.22

8. Surojit Bhattacharjee

11/05/22

9. Anje Bora

11/05/22

10. Rizvi Begum Khatun

Rizvi Begum Khatun 11/5/2022

11. Anindolhar Datta

Anindolhar Datta 11/5/2022

12. Monitusi Bagchi

Monitusi Bagchi 11/05/2022

13. Priyanki Thengal Bora

Priyanki Thengal Bora
11.05.22.

14. Utpal Saha

Utpal Saha 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 19th 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.

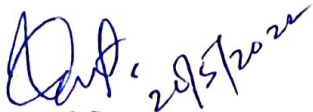
Item no.3. Record of files: The members discussed about recording of files in the office.

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 Kanai 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. Subbarao
19/5/2022

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

Signatures of members present:

- | | | |
|--------------------------|------------------------------|-----|
| 1. Nibedita Phukan | <i>N Phukan</i> 19/5/2022 | of |
| 2. Utkar Smt | <i>Utkar</i> 19/5/2022 | and |
| 3. <i>7. Utkar Smt</i> | <i>Utkar</i> 19/5/2022 | ing |
| 4. Gornali Barmah | <i>GB</i> 19.5.2022 | hat |
| 5. Pallali DA | <i>Pallali</i> 19/5/2022 | the |
| 6. Pranjit Gayen | | uld |
| 7. Bidyut Bora | <i>Bidyut</i> | |
| 8. Surojit Bhattacharjee | <i>Surojit</i> 19/5/2022 | uld |
| 9. Monika Senawar | <i>Ms</i> 19/5/22 | or. |
| 10. Uday Kumar Yadav | <i>Uday</i> 19/05/22 | |
| 11. Sudhakar Das | <i>Sudhakar</i> 19/5/22 | |
| 12. Sarita Bora | <i>Sarita</i> | |
| 13. Pancha Pallur Dutta | <i>Pancha</i> 19/05/22 | |
| 14. Krishna Gogoi | <i>Krishna</i> 19/05/22 | |
| 15. Krishna Gogoi | <i>Krishna</i> 19/5/22 | |
| 16. DIPAK Konar | <i>Dipak</i> | |
| 17. Dinkal Gogoi | <i>Dinkal</i> | |
| 18. Saritab Dutta | <i>Saritab</i> | |

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 19th 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.

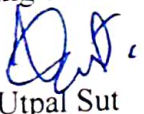
Item no.3. Maintain discipline in the college: Both IQAC Coordinator and Principal of the college suggested student union to maintain discipline in the college. Student Union agreed with the Principal Madam.

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

Camlin Page
Date 19/05/2022

Signatures of members present:

1. Dr. Nibedita Phukan

Nibedita
19/5/2022

2. Dr. Utpal Sult

Utpal 19/5/2022

3. Anusadra Hazarika

Anusadra
19/5/22

4. Priyanka T. Borah

Priyanka
19-5-22

5. Aisha Kakoti

Aisha
19.5.22

6. Haripriya Bondalai

Haripriya
Bondalai

7. Eman Gogoi

Eman Gogoi
19.5.22

8. Sebjani Saikia

Sebjani Saikia
19/05/22

9. Bharu Sonowal

Bharu Sonowal

10. Jashudepa Baruah

Jashudepa
19/05/22

11. Khushi Saikia

Khushi Saikia

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 19th 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 Sult
3. Indrajyoti Sanbia
4. Puspa Ghorakumer
5. Ruppyoti Das

Dr. Nibedita Phukan
30/5/2022
Dr. Utpal Sult
30/5/2022
Indrajyoti Sanbia
30/5/22
Puspa Ghorakumer
30/5/22
Ruppyoti Das
30/5/22

IQAC Meeting with Committee of Infrastructure and learning resources

Date: 30th 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 30th 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 ambience 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.

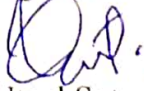
Item no.3 Coordination between Arts and Science block library: The IQAC Coordinator opined that there should be correlation between arts and science block library of the college. The librarian agreed with the IQAC Coordinator and he explained the process of coordination between arts and science block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

IGAC Meeting with Library Staff.

| | |
|-----------|--------|
| Cornell | Page |
| Date 30/5 | 1/2022 |

Signatures of the members present:

1. Dr. Nibedita Phukan

2. Dr. Utpal Sait

3. Jodhendra Sarkis

4. Laxmi Das

5. Monalisa Gogoi

6. Bishu Das

7. Saorjeet Datta

Phukan 30/5/2022

Sait 30/5/2022

Sarkis 30/5/22

Das 30/5/22

Gogoi 30/05/2022

Bishu Das

Datta

IQAC Meeting with Library Staff

Date: 30th 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

ND Prabha
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 31st 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.

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 Kanai Girls' College
DIBRUGARH

ISAC meeting with Committee of Institutional Values & Best Practices

Camlin Page
Date 31/05/2022

Signatures of Members present:

1. Dr. Nibedita Phukan
2. Dr. Utpal Sut
3. Dr. Ashutosh Maibay
4. Dr. Anita Sharma
5. Dr. Malina Basumatary
6. Rimpi Sarmah
7. Rajjoli Gogoi
8. Anisham Singha
9. Dipankar Jarmah
- 10.

Phukan
31/5/2022
Sut
31/5/2022
Maibay
31/5/2022
Sharma
31/5/2022
Basumatary
31/5/2022
Sarmah
31/5/2022
Gogoi
31/5/2022
Singha
31/5/2022
Jarmah
31/5/2022

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

Date- 31st May, 2022

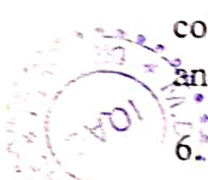
Agenda of the Meeting:

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. Shukla
31/5/2022

Action taken report of IQAC Meeting

1. As per resolution no.1. of the IQAC meeting held on 4th 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 4th October,2021 and resolution no.2 of the IQAC meeting with curricular aspects committee held on 2nd 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 21st 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 11th 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 29th 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 29th 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 2nd 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 4th 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 9th 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 9th 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 10th 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 10th 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 11th 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 11th 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 19th 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 19th 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 30th 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 30th May,2022,the librarian of the college was informed keep the library data in a logistic manner.

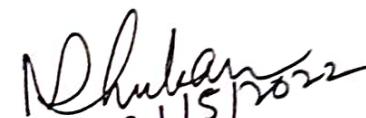

Dr.Utpal Sut 31/5/2022

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





☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহরী দেবী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.

Date.....

Camlin Page
Date 8-12-2023

Meeting of AQAR and SSR
Preparation Committee

Objectives of the Meeting: How to
prepare AQAR & SSR for fourth-
cycle of NAAC assessment?

Signatures of Members present:

1. Dr. Nibedita Phukan

N. Phukan
8/12/2023

2. Dr. Utpal Sut

U. Sut
8/12/2023

3. Sadanjoyoti Saikia

S. Saikia
8/12/2023

4. Dr. Malina Barumeteng

M. Barumeteng
8/12/2023

5. Anurupa Singh

A. Singh
8/12/2023

6. Boranli Nath Dewasth

B. Dewasth
8/12/2023

7. Dr. Gitanjali Bernal

G. Bernal
8/12/2023

8. Monika Bagchi

M. Bagchi
8/12/2023

9. Anusheka Saikia

A. Saikia
8/12/2023

10. Dr. Mitali Baruah

M. Baruah
8/12/2023

11. Anita Sharma

A. Sharma
8/12/2023

12. Dr. R. B. Khutge

R. B. Khutge
8/12/2023

13. Dr. Shishir B. Gohi

S. B. Gohi
8/12/2023



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহৰী দেৱী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

| | |
|--------|------|
| Column | Page |
| Date | 1 |

Meeting with AQAR and
SSR Preparation Committee

Date: 08-2-2022

Venue: Principal Office
MDKA College, Dibrugarh.

Agenda of the meeting:

- ①. Introduction by IQAC Coordinator
- ②. Chair by the Principal Madam
- ③. Preparation of AQAR and SSR
- ④. Members opinion
- ⑤. Speech from the chair.
- ⑥. Vote of thanks

N. Phukan
8/2/2023



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহৰী দেৱী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with the members of AQAR and SSR preparation committee

Date: 8th February, 2023

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

An IQAC meeting with the members of AQAR and SSR preparation committee is held on 8th February, 2023 in presence of the following members.

1. Dr. Nibedita Phukan, Principal & chairperson IQAC of MDKG College
2. Dr. Utpal Sut, IQAC Coordinator, MDKG College
3. Dr. Rizia Begum Laskar, Member
4. Dr. Malina Basumatary, Member
5. Dr. Anita Sharma, Member
6. Dr. Abilupta P. Gohain, Member
7. Dr. Mitali Sonowal, Member
8. Mr. Jadavjyoti Saikia, Member
9. Mrs. Bimali Nath Dowerah, Member
10. Mr. Anirban Singha, Member
11. Ms. Monika Gogoi, Member
12. Ms. Anwesha Saikia, Member
13. Dr. Gitanjali Baruah, Member

Dr. Utpal Sut, IQAC Coordinator extends his heartiest welcome to all the members present in the meeting & states the objective of the meeting. Dr. Sut states that the meeting is organised to discuss the matter how to prepare AQAR & SSR for fourth cycle of NAAC assessment of the college. He requests Dr. Nibedita Phukan, Principal of the college to chair the meeting. Dr. Phukan has chaired the meeting and requests Dr. Sut to proceed with the agenda.


Item no (1): Preparation of AQAR & SSR: IQAC Coordinator informs the members of the meeting that the IQAC has completed the 4th AQAR of the college and requests the members to initiate the preparation of 5th AQAR and SSR of the college to be submitted to NAAC. Members agree with IQAC Coordinator and assure to provide their best efforts to do the same.


Item no (2): Members opinion: All the Coordinators of QIF (Quality Indicator framework) and members of the meeting are in the opinion that after the submission of 4th AQAR for the session 2021-22, they will give their best to preparation for 5th AQAR and SSR of the college for the 4th cycle of NAAC assessment and accreditation.

Item No (3): Speech from the chair: Dr. Nibedita Phukan, Principal and chairperson of IQAC presides over the meeting and put her views that IQAC coordinator should first submit the AQAR for the session 2021-22 to NAAC and afterwards the preparation for 5th AQAR and SSR of the college should be prepared with the fullest cooperation from the members of AQAR and SSR preparation committee.

Resolution no.1: Resolved that 5th AQAR be prepared prior to the preparation of SSR for the 4th Cycle of NAAC assessment of the college.

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


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



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহৰী দেৱী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| Corrigin | Page |
| Date | |

IQAC Meeting with Curricular Aspects Committee

Date: 24th May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on participation of teachers in different curriculum development bodies
4. Discussion on Inclusion of crosscutting issues in AQAR and SSR
5. Discussion on Feedback process
6. Opinion of Chairperson
7. Vote of thanks

N. Phukan
24/5/2023



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| Comlin | Page |
| Date | |

IQAC Meeting with Curricular Aspects Committee

Date: 24th May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on participation of teachers in different curriculum development bodies
4. Discussion on inclusion of crosscutting issues in AQAR and SSR
5. Discussion on Feedback process
6. Opinion of Chairperson
7. Vote of thanks

N. Phukan
24/5/2023



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Camlin Page
Date 24/5/2023

ISAC meeting with Curricular
Aspects Committee:
Objective of the Meeting: To discuss about
some of the pertinent issues related to
different curriculum development bodies.
Signatures of Members present:

1. Nibedita Phukan

24/5/2023

2. Dr. Aditya Sainik

24/5/2023

3. Dr. Shekhar Pankaj Das

24.05.23

4. Dr. Purnima Shikha Sainik

24.05.23

5. Manika Gogoi

24/5/23

6. Dr. Abhishek P. Goh

24/05/23

7. Dr. Utpal Sut

24/5/2023



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Minutes of the IQAC meeting with the Coordinator and members of Curricular Aspects Committee

Meeting Date: 24th May, 2021

Venue: Room No. (1) of Arts Block of MDKG College

Time: 11 am

An IQAC meeting is held on 24th May, 2021 at room no. (1) of arts block of MDKG College, Dibrugarh in presence of the following members

1. Dr. Nibedita Phukan, Principal and Chairperson of IQAC.
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Abhishek P. Gohain, Coordinator of curricular aspects committee.
4. Dr. Purnima Saikia, Member of curricular aspects committee
5. Ms. Monika Gogoi, Member of curricular aspects committee.

Objective of the meeting: The objective of the meeting is to discuss some pertinent issues of criterion of curricular aspects of AQAR. Dr. Utpal Sut, IQAC Coordinator states the objective of the meeting.

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

Item No.(1): Participation of Teachers in different curricular development bodies: IQAC Coordinator points out the issue of participation of teachers in different curriculum development bodies in the meeting. He requests the members to prepare a comprehensive list of teachers who are participating in different curriculum development bodies of affiliating University. The members agree with the IQAC Coordinator and assure to prepare a list of teachers participating in curriculum development bodies.

Item No. (2): Inclusion of cross-cutting issues in AQAR and SSR: IQAC Coordinator places the issue of inclusion of cross-cutting issues of AQAR and SSR of the college. In this regard, the IQAC coordinator request all the members of curricular aspects committee to go through the syllabus of twenty department of the college and critically analyse the issues. The members agree with the coordinator and assures to go through the syllabus of twenty departments of the college.

Item No. (3): discussion on feedback process: IQAC Coordinator places the issue of feedback process and states that feedback should be taken from parents, alumni and teachers of the college. He also requests the members to take feedback from the employer. The members agree with the coordinator and assure to initiate the process of taking feedback from the all the stakeholder as per NAAC mandate with solid discussion with the feedback committee of the college.

Resolution no. (1): Resolved that list of teachers participating in different curriculum development bodies be prepared by curricular aspects committee of the college.

Resolution no (2): Resolved that syllabus of all twenty department of the college be collected by the coordinator of curricular aspects committee.

Resolution no (3): Resolved that feedback be taken from Parents, Teachers, alumni & employer along with the student feedback.

Dr. Nibedita Phukan, chairperson of the meeting gives importance on cooperation of the coordinator and members of curricular aspects committee to successfully implement the resolution of the meeting.

The meeting ends with vote of thanks from the chair.

Dr. Utpal Sut
Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh
IQAC
MDKG College
Dibrugarh

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



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Carlin Page

Action taken report of IQAC meeting held on 24/05/2023 at 11 am

As per the resolution no.1 of the IQAC meeting with the coordinator and members of curricular aspects committee held on 24th May, 2023, the responsibility of preparing list of teachers participating in different curriculum development bodies has been assigned to the coordinator of curriculum aspects committee of the college.

As per resolution no.2 of the IQAC meeting with the coordinator and the members of curricular aspects committee held on 24th May, 2023, the collection of syllabus of UG programmes of all twenty departments of the college has been assigned to Dr. Abhilupta Padmanathan Gohain, criterion coordinator of curricular aspects committee.

As per resolution no.3 of the IQAC meeting with the coordinator and members of the curricular aspects committee held on 24th May, 2023 Dr. Shekhar Chakraborty, coordinator of feedback committee has been informed to take necessary steps to collect the feedback from parents, teachers, alumni and employees along with the student feedback.

Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh

Dr. Nibedita Phukan

Principal & Chairperson of IQAC
MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Continued page
24/5/2023

IQAC meeting with Teaching,
Learning & Evaluation Committee

Objectives: To discuss pertinent
issues on Teaching, Learning &
Evaluation.

Signatures of Member present.

1. Nibedita Phukan

N. Phukan
24/5/2023

2. Manisha R. Zariang

Manisha R. Zariang
23/5/2023

3. Babita Bara

B. Bara
24/5/23

4. Malina Barumetery

M. Barumetery
24/5/23

5. Utpal Sut

U. Sut
24/5/2023

IQAC Meeting with Teaching, Learning and Evaluation Committee

Date: 24th May, 2023

Time: 12:30 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on record on teachers' use of ICT
4. Discussion on programme outcome and course outcome
5. Discussion on preparation of Annual report of the examination result
6. Opinion of Chairperson
7. Vote of thanks

N. Phukan
24/5/2023



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MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Coordinator and members of Teaching, Learning and Evaluation Committee
Date: 24th May,
Time: 12:30 pm

An IQAC meeting is held on 24th May, 2023 at 12:30 pm at room no. (1) of arts block of MDKG college in presence of the following members.

1. Dr. Nibedita Phukan, Principal & Chairperson IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Malina Basumatary, Coordinator of Teaching, learning & Evaluation committee.
4. Mrs. Rohita Horn, Member of Teaching, learning & Evaluation committee
5. Mrs. Manisha Rudra Tantiang, Member of Teaching learning & Evaluation committee.
- 6.

Objective of the meeting: The objective of the meeting is to discuss about some pertinent issues regarding teaching, learning & evaluation. At the very outset, IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting. He requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting.

Chair the Meeting: Dr. Nibedita Phukan, Principal of the college chairs the meeting as per request of IQAC Coordinator and requests Dr. Sut to go with the agenda.

Item no (1): Teachers use of ICTs: IQAC coordinator informs the members that the college needs to record the classes taken by teachers of different departments using ICTs. He urges the members to make it sure that teachers use ICTs at their convenience in the class. He also states that there is the paucity of the ICT enable classroom in the college. Existing ICTs facilities may be used by the faculty members of different department in a routine basis. The members agree with the IQAC Coordinator.

Item no(2): Programme outcome & course outcome: IQAC coordinator states that programme outcome and course outcome of the different departments of the college should be specified and systematically arranged and should be uploaded in the college website. He requests Dr. Malina Basumatary to take necessary steps to do the same. Dr. Basumatary agrees with agrees with the IQAC Coordinator and assures to do the same with cooperation from her committee members.

Item no (3): Preparation of an annual report of the examination result: IQAC Coordinator informs that college should prepare the report on final examination result of 6th Semester students in a consolidated manner. He requests the members of the teaching, learning and Evaluation committee to take necessary arrangement for preparation of report on examination result in a recorded form. The members agree with the IQAC Coordinator.

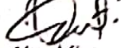
Resolution no (1): Resolved that ICT based classes be taken in smart room of the college in a routine basis by the departments of the college.

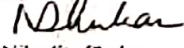
Resolution no (2): Resolved that programme outcome and course outcome of different departments be prepared by the committee of teaching, learning and evaluation.

Resolution no (3): Resolved that annual report of examination result be prepared by the committee of teaching, learning and evaluation with solid discussion with the IQAC Coordinator.

Opinion of the Chairperson: Dr. Nibedita Phukan, Principal chairperson of the IQAC presides over the meeting and is in opinion that resolution taken in the meeting be followed in a more phased manner and it should be taken seriously.

The meeting ends with vote of thanks from the chair.


Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh
Principal
MDKG College
Dibrugarh


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



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Action taken report of the IQAC meeting with coordinator and members of teaching, learning & evaluation held on 24th May at 12:30 PM

As per resolution no.1 of the meeting, all the Heads of the department are informed to take ICT based classes in smart room of the college in routine basis.

As per resolution no.2 of the meeting, Dr. Malina Basumatary, criterion coordinator of teaching, learning and evaluation has been informed to prepare the programme outcome and course outcome of 20 departments of the college.

As per resolution no. 3 of the meeting, the criterion coordinator of teaching, learning and evaluation has been informed to prepare the annual report of examination result of the college in discussion with IQAC coordinator of the college.

Dr. Utpal Sut

IQAC Coordinantor

MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal
Manohari Devi Kanol Girls' College
DIBRUGARH



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Research, Innovation & Extension Committee
Samlin Page
24/05/2023

Objective: To discuss some pertinent issues related to research, innovation & extension.

Signatures of the members present:

- | | |
|----------------------|---------------------------------|
| 1. Nibedita Phukan | Nibedita Phukan 24/5/2023 |
| 2. Utpal Sut | Utpal Sut 24/5/2023 |
| 3. Shikha Paragya Ph | Shikha Paragya Ph 24.05.23 |
| 4. Razia B. Akter | Razia B. Akter 24/5/2023 |
| 5. Shreemoy Bordola | Shreemoy Bordola 24/5/23 |
| 6. Malina Basumatasy | Malina Basumatasy 24/05/2023 |

IQAC Meeting with Research, Innovation and Extension Committee

Date: 24th May, 2023

Time: 12:30 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on extension activities carried out in the neighbourhood community
4. Discussion on UGC/ICSSR sponsored seminar
5. Discussion on collaboration
6. Opinion of Chairperson
7. Vote of thanks

Nibedita Phukan
24/5/2023



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Dr. Nibedita Phukan
Principal

IQAC meeting with the Coordinator and members of Research, Innovating & Extension Committee

Meeting Date: 24th May, 2023
Venue: office of the Principal
Time: 2:30 pm

An IQAC meeting with Research, Innovation and extension committee is held on 24th May, 2023 at the office of the Principal, MDKG College at 2:30 pm in presence of the following members

1. Dr. Nibedita Phukan, Principal & Chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Rizia Begum Laskar, Coordinator of Research, Innovation and extension committee.
4. Dr. Shekhar Purkayastha, member of Research, Innovation and extension committee
5. Dr. Malina Dasumatary, Member of Research, Innovation and extension committee
6. Dr. Shreemoyee Bordoloi, Member of Research, Innovation and extension committee

At the outset, IQAC Coordinator extends welcome to all the members and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some pertinent issues related to research, innovation and extension.

Chair the Meeting: IQAC Coordinator requests Dr. Nibedita Phukan Principal of the college to preside our meeting. Dr. Phukan presides over meeting and requests Dr. Sut to go with the agenda.

Item No. (1): Discussion on extension activities carried out in the neighbourhood community: IQAC Coordinator places the issue of extension activities of the college towards the neighbouring community and also in the adopted village of the college. He states that extension activities carried out by the college needs to be documented in chronological order. Dr. Rizia Begum Laskar agrees with the IQAC Coordinator and mentions that NSS volunteers of the college and departments can go hand in hand to do extension activities for greater benefits of the neighbouring community including adopted village of the college. Other members agree with Dr. Sut and Dr. R. B. Laskar.

Item no (2): Discussion on UGC/ICSSR sponsored Seminar: IQAC coordinator raises the issue of UGC/ICSSR sponsored seminar that may be conducted by the college. He requests Dr. R. B. Laskar, coordinator of Research, innovation and extension committee of the college to take lead for organising UGC/ICSSR sponsored seminar in the college.

Item No (3): Discussion on collaboration: IQAC Coordinator informs the members that collaboration with industries is indispensable for career development of the students. Both internship and apprenticeship are essential for the students of science stream of the college. IQAC coordinator urges the members of the research, innovation and extension committee to take proper initiative to do MoU with industries for the benefit of the students. The members agree with IQAC Coordinator.

Resolution of the meeting:

1. Resolved that extension programme conducted in adopted village of the college be recorded with geo-tagged photographs by the IQAC Coordinator.
2. Resolved that research committee be entrusted to organise ICSSR sponsored seminar in the college.
3. Resolved that research committee be given the responsibility to do MoU with industries.

Opinion of Chairperson: Dr. Nibedita Phukan, chairperson of the IQAC presides over the meeting and states that the members of Research, Innovation and Extension committee should come forward to final solution of research related issues. Dr. Phukan lays emphasis on the implementation of meetings resolution.

At last, the Principal proposes vote of thanks to all present in the meeting for their presence and cooperation.

Dr. Utpal Sut
Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh
Principal
MDKG College
Dibrugarh

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



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....


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|--------|------|
| Camlin | Page |
| Date | |

Action report of IQAC meeting with the coordinator and members of Research, innovation and extension committee on 24th May at 2:30 pm

As per resolution no.1 of the meeting, IQAC coordinator has been informed to record the extension programme conducted in adopted village of the college with geo tagged photographs.

As per resolution no.2 of the meeting Dr. Rizia Begum Laskar has been entrusted to organize ICSSR sponsored seminar in the college with her members of Research, extension and innovation committee.

As per resolution no.3 of the meeting the coordinators and members of research, innovation and extension committee have been assigned the responsibility to do MoU with industries.


Dr. Utpal Sut

IQAC Coordinator
MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh



Dr. Nibedita Phukan
Principal & Chairperson of IQAC
MDKG College, Dibrugarh
Principal
Manohari Devi Kanol Girls' College
DIBRUGARH



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.

Date.

IQAC meeting with
The Committee of "Infrastructure
and learning resources"

Objective of the meeting: To discuss
about issues related to infrastructure
and learning resources of the college.

Signatures of the members present:

1. Nibedita Phukan

Nibedita
25/5/2023

2. Anirban Singh

Anirban
25/5/23

3. Santisri

4. Utpal Sut

Utpal
25/5/2023

IQAC Meeting with Infrastructure and Learning Resources Committee

Date: 25th May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on comprehensive survey of Infrastructure and physical facilities of the College
4. Discussion on automation of Library
5. Discussion on preparation of annual budget of the College
6. Opinion of Criterion Coordinator
7. Opinion of Chairperson
8. Vote of thanks

Nibedita
25/5/2023



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with the Coordinators and members of Infrastructure and learning resources

Meeting Date: 25th May, 2023
Venue: office of the Principal
Time: 11 am

An IQAC meeting is held on 25th May, 2023 at room No.(1) of arts block of the college in presence of the college on presence of the following members.

1. Dr. Nibedita Phukan, Principal & Chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mr. Jadavjyoti Saikia, librarian and Coordinator of Infrastructure & learning resources committee
4. Mr. Anirban Singha, Member of Infrastructure and learning resources committee

IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about issues related to infrastructure and learning resources of the college.

Chair the Meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and Chairperson of IQAC to preside over the meeting. Dr. Phukan accepts the requests and presides over the meeting and requests Dr. Sut to go with the agenda.

Item No. (1) Comprehensive survey of Infrastructure and physical facilities of the college: IQAC coordinator informs the members that there is an immense need of data of infrastructure and physical facilities available in the college (in both arts and science campuses). For this he feels the need of comprehensive survey of infrastructure and physical facilities of the college. The IQAC coordinator also states that survey may be conducted on the leadership of coordinator of infrastructure and learning resources committee of the college. All the members agree with the IQAC Coordinator.

Item No. (2): Discussion on automation of library: discussion on automation of library: IQAC coordinator places the issue of automation of library of the college. In this regard librarian of the college is requested to do the needful. The Coordinator of infrastructure and learning resources assures to make proper arrangement for the same.

Item No. (3): Preparation of annual budget of the college: IQAC Coordinator brings notice to the members that college needs annual budget of expenses in different items in a yearly basis. He requests the members of infrastructure and learning resources to prepare the draft of annual budget of the college for smooth running of different activities in the college and also for financial feasible decision of the college. The members agree with the IQAC coordinator.

Opinion of criterion Coordinator: Mr. Jadavjyoti Saikia, coordinator of Infrastructure and learning resources agree with IQAC coordinator in regard to the matters discussed in the meeting and assures



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.

Date.....

In the name for the greater interest of the college with full cooperation from all the members of his team in coming days.


Opinion of Chairperson Dr. Nibedita Phukan, Principal and chairperson of IQAC states that matters discussed in the meeting are important for building up proper infrastructure of the college. She assures that authority is always ready to extend cooperation for the betterment of this college.


Resolution no (1): Resolved that survey of infrastructure and learning resources of the college be conducted with the leadership of criteria coordinator of infrastructure and learning resources committee of the college.

Resolution no (2): Resolved that inauguration of library be done with the leadership of librarian of the college.

Resolution no (3): Resolved that draft of annual budget of the college be prepared by the office of the authority of the college.

Principal proposes vote of thanks to all the members present in the meeting.


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



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MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

| | |
|--------|------|
| Camlin | Page |
| Date | |

IQAC Meeting with Student Support and Progression

Date: 25th May, 2023

Time: 12:30 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on record of students' scholarships and freeships
4. Discussion on progression and placements of outgoing students
5. Discussion on students' participation in different activities
6. Opinion of Criterion Coordinator
7. Opinion of Chairperson
8. Vote of thanks

N. Phukan
25/5/2023



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

ISAC meeting with the
Committee of Student Support and
Progression.

Cornhill
Date 25/05/2023

Objective of the meeting: To discuss
some issues regarding student
support & progression.

Signatures of members present:

- | | |
|-----------------------|-----------|
| 1. Nibedita Phukan | 25/5/2023 |
| 2. Utpal Sut | 25/5/2023 |
| 3. Monika Gogoi | 25/5/23 |
| 4. Dr. Mitali Sonowal | 25/5/23 |
| 5. Borak Borak | 25/5/23 |
| 6. Purnaprasanna Bora | 25/5/23 |
| 7. Nayan Jyoti Sarma | 25/5/2023 |



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Action taken report on the IQAC meeting with committee of Infrastructure and Learning resources held on 25th May, 2023 at 11 am

As per resolution no.1 of the meeting, Mr. Jadavjyoti Salkin, criterion coordinator of Infrastructure and learning resources has been assigned the duty of conducting survey of Infrastructure and learning resources of the college.

As per resolution no.2 of the meeting Mr. Jadavjyoti Salkin, Librarian has given the responsibility of automation of the central library of the college.

As per resolution no.3 of the meeting the responsibility of preparation of draft of annual budget of the college has been authorized to the general branch office of the college.


Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh


Dr. Nibedita Phukan

Principal & Chairperson of IQAC
MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with the Coordinator and members of student support and progression committee

Date : 25th May, 2023

Time: 12: 30 pm

Venue: Room no (1) of arts block MDKG college

An IQAC meeting with the coordinator and members of student support and progression committee is held on 25th May, 2023 at room no (1) of arts block of the college in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mrs. Sangita Gogoi, Coordinator of student support and progression committee.
4. Ms. Monika Gogoi, Members of student support and progression committee
5. Dr. Mitali Sonowal, Member of Student support and progression committee
6. Dr. Punyapra Banu, Member of student support and progression committee.
7. Mr. Nayanjyoti Sarma, Member student support and progression committee

At the very outset IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues regarding student support and progression of the college.

Chair the Meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the requests and chairs the meeting. Dr. Phukan requests Dr. Sut to go with the agenda.

Item No (1): Record of students scholarships & free ships: IQAC Coordinator places the issue of recording the students data regarding their scholarship and free ships & he says that these record should be clearly maintained by the committee of student support and progression and IQAC. IQAC coordinator also states that these data should be maintained in year wise with supporting documents. IQAC Coordinator requests Ms. Sangita Gogoi, Coordinator of student support and progression to do the needful in this regard. Ms. Gogoi agrees with the IQAC Coordinator and assures to maintain the same as suggested by the IQAC coordinator.

Item No (2): Discussion on progression & placement of outgoing students: IQAC Coordinator informs the member that the passed out students of MDKG College are well placed in different jobs in states, national and international level. He also says that there is the progression of passed out students of MDKG College to higher educational institution of the country and record of such data should be extracted through whatsapp, facebook, mail etc. IQAC Coordinator requests the coordinator and all the members of students support and progression committee to make a linkage with our passed out students with the help of alumni association of the college. All the members of the meeting agree with IQAC Coordinator.

Item No (3) Participation of students in different activities: IQAC Coordinator gives a thrust on participation of student in different activities of the college and outside college. He says that data of



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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participation of student in different activities can be extracted from different departments of the college and the record of students' union body. He requests all the members to make a proper record of such activities. All the members agree with IQAC Coordinator.

Opinion of Criterion Coordinator: Mrs. Saugita Gogoi, criterion Coordinator of student support and progression states that she has already made an effort to keep the record with the help of her team members and she says that though it is tough to collect such information but effort is being made to keep record of students free ships, scholarships, progression and placement of students and participation of students in different activities inside and outside of the college.

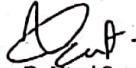
Opinion of chairperson: Dr. Nibedita Phukan, Principal & chairperson of IQAC is of the opinion that matters as discussed are serious and it should be focused in a systematic way. She informs all the member of the meeting that collective effort will work to keep the record in a systematic way.

Resolution No (1): Resolved that record of students scholarship and free ships be maintained systematically by the committee of student support & progression.


Resolution No (2): Resolved that data of students' progression and placements be collected from the Head of the departments of the college by the Coordinator of student support & progression committee.

Resolution No (3): Resolved that record of students' participation in different activities be extracted from the Head of the department of the college.

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


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



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

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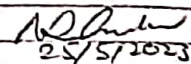
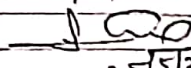
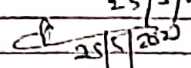

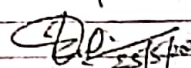
Date.....

ISAC meeting with the
Committee of Governance, Leadership
and Management.

Continued
from 15/5/2023

Objective of the meeting: To discuss
some issues related to
Governance, Leadership and
Management.

Signatures of members present:

- | | |
|---------------------------------|--|
| 1. Nibedita Phukan |  25/5/2023 |
| 2. Anishtha Dutta |  25/5/2023 |
| 3. Rupprekha Das |  25/5/2023 |
| 4. Sukanya Basumaty Chakraborty |  25/5/2023 |
| 5. Utpal Sut |  25/5/2023 |

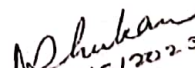
IQAC Meeting with Governance, Leadership and Management

Date: 25th May, 2023

Time: 2 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on policy documents on Governance, Leadership and Management
4. Discussion on Institutional strategic plan and areas of e-governance
5. Opinion of Criterion Coordinator
6. Opinion of Chairperson
7. Vote of thanks


25/5/2023



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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IQAC meeting with the Coordinator and members of Committee of Governance, leadership and Management

Dated 25th May, 2023

Time: 2pm

An IQAC meeting is held on 25th May, 2023 with the committee of Governance, leadership and management in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal sut, Coordinator of IQAC
3. Mrs. Rupjyoti Das, Coordinator of Governance, leadership and Management committee.
4. Mr. Aniruddha Dutta, Member of Governance, leadership and Management committee.
5. Dr. Sukanya Baruah Chaliha, Member of Governance, leadership and Management committee.

At first, IQAC Coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues related governance, leadership and management of the college.

Chair the meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the request and chairs the meeting and she requests Dr. Sut to go with the agenda.

Item No (1): Discussion on policy documents on governance, leadership and Management: IQAC Coordinator places the issue of policy documents on governance, leadership and Management in the meeting and he says that policy documents are indispensable part of each and every qualitative and quantitative metric of the criterion of governance, leadership and Management and it acts as supporting stand for reply of the metric. All the members pay heed to the issue. Mr. Aniruddha Dutta says that policy document are crucial aspects of governance, leadership and management activities of the college and it should be properly prepared and implemented. Mr. Dutta is agree with IQAC Coordinator and requests coordinator to be comply with the policy documents to proceed with the criterion activities.

Item no (2): Discussion on Institutional strategy plan and areas of e-governance: IQAC coordinator informs the member that institutional strategic plan be renewed as per implementation in time duration and college should focus on areas of e-governance. The member discuss the issue and assure to review the institutional strategic plan and prepare a report on it. The member also assure to well document the areas of e-governance of the college.

Item No (3): Opinion of criterion Coordinator: Mrs. Rupjyoti Das, criterion coordinator of Governance, leadership and Management is of the opinion that she will discuss the issues of the meeting with her team members and assures IQAC coordinator to extend full cooperation in this regard for greater development of the college.

Item No (4): Opinion of Chairperson: Dr. Nibedita Phukan, Principal and Chairperson of IQAC presides over the meeting. Dr. Phukan critically discusses all the items discussed in the meeting and opines that coordinator and members of the committee of governance, leadership and Management should give well focus on the issues. Dr. Phukan also speaks on the representation of the issues as per NAAC mandate.

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator


Ref. No.....


Date.....

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| Camlin | Page |
| Date / / | / / |

Resolution no(1): Resolved that policy documents be reviewed under the guidance of criterion coordinator and members of governance, leadership and management committee.

Vote of Thanks: Principal proposes vote of thanks to all the members present in the meeting for their valuable opinions and kind presence in the meeting.


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



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Carlin Page

Action taken report of IQAC meeting with the coordinator and members of student support & progression held on 25th May, 2023 at 12:30 pm

As per resolution no.1 of the meeting, Ms. Sangita Gogoi, coordinator of student support and progression has been informed to keep the record of student's scholarship and free ships in systematic manner.

As per resolution no.2 of the meeting, the criterion coordinator of student support and progression has been informed to collect the data of student's progression and placements from the Heads of the department of the college.

As per resolution no.3 of the meeting, all the HODs are requested to keep the record of student's participation in different activities of their respective departments.

Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal
Manohari Devi Kanol Girls' College
DIBRUGARH



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC Meeting with Institutional Values and Best Practices

Date: 27th May, 2023

Time: 11 am

Agenda of the Meeting

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on Best practices of the College
4. Discussion on Geo-tagging of Infrastructure and resources of the college
5. Opinion of Criterlon Coordinator
6. Opinion of Chairperson
7. Vote of thanks

N. Phukan
27/5/2023



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

"ISAC meeting with Institutional
values & Best Practices" 27/5/2023

Objective of the meeting: "To discuss some
issues regarding institutional values
and best practices."

Signatures of members present:

1. Nibedita Phukan 27/5/2023
2. Pranita Hyside Sarker 27/5/2023
3. Dipankar Sarma 27/5/23
4. Ashwini Maibam 27/5/23
5. Malina Basumatary 27/05/2023
6. Rupi Sarma 27/5/2023
7. Utpal Sut 27/5/2023



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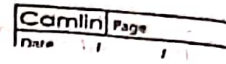
INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....



IQAC meeting with the Coorllantor and members of Institutional Values and Best practices criterion

Date: 27-05-2023

Time: 2 pm

Venue: Room (1) of Arts block of MDKG College

An IQAC meeting is convened on 27th May, 2023 at room no(1) of Arts block of the college at 2pm with the members of institutional values and Best practices committee of the college. Dr. Utpal Sut, IQAC coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some pertinent issues related to institutional values and best practices.

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

Issue of Best practices: IQAC coordinator raises the issue of best practices of the college before the members of the meeting and he mentions that there is a lot to do in this regard. He also informs that best practices of the college i.e. extension activities and cleanliness activities of the college have to be properly recorded with success of evidences of the activities which is again to be uploaded in the college website. IQAC Coordinator also asserts that the committee of institutional values and best practices can play a significant role in this regard. All the members agree with IQAC Coordinator.

Issue of Institutional distinctiveness: IQAC Coordinator informs that Institutional distinctiveness has a matter of pride for the college. The college has tradition of excellent students results in the under graduate final examination under Dibrugarh University has been showcasing the legacy of the college as one of the leading academic Institution for women in entire worth eastern region. IQAC coordinator put stress on keeping consistency in maintaining this legacy as institutional distinctiveness. The coordinator also mentions that other areas of e-governance and ERP may be the component of institutional distinctiveness which has to be focused on and the college has to search the areas of institutional distinctiveness. In this regard, the committee members of institutional values and best practices may play a vital role. Every member appreciate Dr. Sut for this views and assure to make effort for maintaining the legacy of the college by maintaining institutional distinctiveness.


Opinion of chairperson: The chairperson of the meeting suggests that cleanliness and extension activities of the college have role as best practices of the college. The NSS unit and every department of the college can make a comprehensive effort to realise the implementation of best practices of the college. The chairperson also put stress on cooperation of members of institutional values and best practices to achieve evidence of success of best practices of the college.

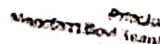
Resolution of the meeting:

Resolution (1): Resolved that evidence of success of best practices of the college be determined under the very effort of members of institutional values and best practices criterion of the college.

The Principal thanks all the members present in the meeting for their kind presence and cooperation.


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


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



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DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson


Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

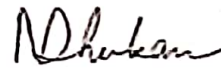
Action taken report of IQAC meeting with the coordinator and members of
committee of Governance, Leadership and Management held on 25th
May, 2023 at 2 pm

As per resolution no.1 of the IQAC meeting with the coordinator and members of committee of Governance, Leadership and Management, the coordinator and her team has assigned the responsibility of review the policy documents required in their respective criterion.


Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



MANOHARI DEVI KANOL GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহরী দেবী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Camlin Page

Action taken report of the IQAC meeting with the coordinator and members of criterion of institutional values and best practices held on 27th May, 2023 at 2 pm

As per resolution no.1 of the IQAC meeting with the coordinator and members of criterion of institutional values and best practices held on 27th May, 2023, the coordinator and members of the criterion of institutional values and best practices have been assigned the responsibility of determination of evidence of success of best practices of the college.

Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

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

Principal
Manohari Devi Kanol Girls' College
DIBRUGARH



MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Non-teaching staff of the college

Date 29/5/2023

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

Signatures of Members present:

1. Nibedita Phukan

29/5/2023

2. Utpal Sut

29/5/2023

3. Jyoti Saitia

29/5/23

4. Sagnazgan Prasad

29/5/23

5. Bishnu

29/5/23

6. Jonali Baruah

29/5/23

7. Lurosit Bhattacharya

29/5/23

8. Tushi Datta

29/5/23



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC Meeting with Non-teaching staff of the College

Date: 29th May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on maintenance of office files
4. Discussion on compliance of professional ethics
5. Opinion of Senior Assistant of the office
6. Opinion of Chairperson
7. Vote of thanks

Phukan
29/5/2023



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DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Circular Page

IQAC meeting with Non-Teaching Staff of the college

Date: 29th May, 2023

Time: 11 AM

An IQAC meeting with the members of non-teaching staff of the college at room no.1 of the arts block of the college is held on 29th May, 2023 at room no.1 of arts block of the college. At the beginning Dr. Utpal Sut, IQAC coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about matters related to office administration.

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

Discussion on maintenance of office files:

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

Discussion on compliance of professional ethics:

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

Opinion of senior assistant of the college:

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

Opinion of Chairperson:

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

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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

Resolution of the meeting:

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

Vote of thanks:

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

Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with
Secretary of Alumni Association,
PO of NSS and CTO of NCC of MDKG
College, Dibrugarh.

Camlin Page
Date 29/5/2023

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

Signatures of
Members of the meeting:

1. Nibedita Phukan

N Phukan
29/5/2023

2. Utpal Sut

U Sut
29/5/2023

3. Indrani Sen Gupta

I Sen Gupta
29/5/23

4. Dr. Mitali Senanai

M Senanai
29/5/23

5. Monika Gogoi

M Gogoi
29/5/23



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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

Date: 29th May, 2023

Time: 12:30 pm

Agenda of the Meeting:

- ✓ Introduction by IQAC Coordinator
- ✓ Chair the Meeting by the respected Principal Madam
- ✓ Discussion on year-wise record of activities
- ✓ Discussion on future plan of action
- ✓ Opinion of Secretary of Alumni Association, PO of NSS and NCC
- ✓ Opinion of Chairperson
- ✓ Vote of thanks

N. Phukan
29/5/2023



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MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Contin Page

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

Date: 29th May, 2023

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

Time: 12: 30pm

An IQAC meeting is convened on 29th May, 2023 at room no (1) of arts block of the college at 12:30pm. At the very outset, Dr. Utpal Sut, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues related to alumni association, NSS unit and NCC unit of the college.

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

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

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

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


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

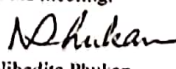
Resolution of the meeting:

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

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

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


Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh
IQAC
MDKG College
Dibrugarh


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



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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

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

Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

**Co-ordinator
IQAC
MDKG College
Dibrugarh**

Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

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



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Psychological
Counseling Cell of the
College (MDKG College, Dibrugarh)

Date 29/05/2023

Objective of the meeting:

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

Signatures of members present:

1. Nibedita Phukan

29/5/2023

2. Utpal Sut

29/5/2023

3. Mandira Barikula Sarma

29/5/23

4. Rupali Kishor

29/5/23

5. Longela Sarma

29/5/23

6. Malina Basumatary

29/5/2023

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

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

Date: 29th May, 2023

Time : 1 pm

Agenda of the meeting:

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



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Coordinator and members of Psychological Counselling Cell of the College
Venue: Room no.1 of arts block of MDKG College

Time: 1 pm

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

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

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

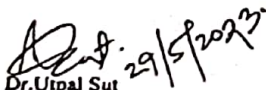
Discussion on activities of Psychological counselling cell of the college: Dr. Utpal Sut describes the areas of functioning of Psychological counselling cell of the meeting and says that the cell can play a vital role in organising different psychological counselling programmes at the college for greater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


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

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

Resolution of the Meeting:

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


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


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



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MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator


Ref. No.....

Date.....

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

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

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


Dr. Utpal Sut

IQAC Coordinator
MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh



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

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Hostel committee of MDKG College

Date : 31st may, 2023

Room No- 1 of Arts block

Time : 11 a.m.

Agenda of the meeting

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on different facilities in College Hostel
4. Solutions of problems arises in college hostel (version of
Hostel in Charge) *Hostel Superintendent Dr. Pungapal*
Barua to
be appointed as asstt
Superintendent
5. SOP of College Hostel
6. Opinion of Chairperson
7. Vote of thanks

Phukan
31/5/2023



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

ISAC meeting with
Hostel Committee of
MDKK College, Dibrugarh

Crisslin App
Date 21/05/2023

Objective of the meeting: To discuss
about some pertinent issues
of college hostel.

Signatures of Members present:

1. Nibedita Phukan

21/5/2023

2. Utpal Sut

21/5/2023

3. Bidrut Boruah

21/5/23

4. Udayan Yadav

21/5/23

5. Jagmohan Prasad

21/5/23



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with members of Hostel committee of MDKG College, Dibrugarh on 31st May, 2023 at 11 am

An IQAC meeting with members of hostel committee is convened on 31st May, 2023 at room no. 1 of Arts block of the college. At the very outset IQAC coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

Objectives of the meeting: the objective of the meeting is to discuss some pertinent issues of college hostel.

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

Item no.1: different facilities in college hostel

IQAC coordinator informs that facilities available in the college hostel may provide the basic necessities to the students who come from long way from their homes to study in MDKG College. Coordinator mentions that the hostel seat capacity is not adequate to fulfill the needs of the students although facilities are available for the limited students. IQAC coordinator requests all the members of the meeting to pay heed to such problems. All the members agree with IQAC coordinator.

Item no.2: Hostel problem:

IQAC coordinator requests to the hostel superintendent to take urgent solutions to the problems if arises. Coordinator also requests all the members to be rigid in entry and exit time of hostellers. All agree with the IQAC coordinator.

Item no.3: SOP of the hostel

IQAC coordinator puts emphasis on the strict compliance of standard operating procedure of the college hostel and it should be followed by the hostellers. Coordinator requests all the members of the hostel committee to take care of this issue. Hostel superintendent informs that SOP is followed in the hostel in sincere manner and hostel authority has the adherence to it.

Opinion of the Chairperson: Dr. Nibedita Phukan, Principal and chairperson of IQAC chairs the meeting and is in the opinion that students' priority is the principal element in hostel accommodation. Dr. Phukan says that security and safety of the hostellers are the focal strength of any hostel, since the hostel is only meant for girls students, hence proper care needs to maintain it. Dr. Phukan wishes to appoint Dr. Punyaprabha Baruah as an assistant superintendent of the hostel for better performance of duty of hostel committee.

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MANOHARI DEVI KANOL GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson


Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Resolution no.1: Resolved that Dr. Punyaprabha Baruah be appointed as Assistant Superintendent of MDKG College hostel.

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


Dr. Utpal Sut

IQAC Coordinator
MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC
MDKG College, Dibrugarh

Principal
Manohari Devi Kanol Girls' College
DIBRUGARH



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DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with Canteen committee of MDKG College

Date : 31st may, 2023

Room No- 1 of Arts block

Time : 12:30 p.m.

Agenda of the meeting

1. Introduction by IQAC Coordinator.
2. Chair the Meeting by the respected Principal Madam.
3. Discussion on Canteen facilities.
4. Discussion of the rules and regulations of the College Canteen
5. Futures plan of the action of canteen committee.
6. Opinion of canteen in charge. *coordinator*
7. Opinion of Chairperson.
8. Vote of thanks.

Phukan
31/5/2023



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

| | | |
|--|--|--------------------------------|
| | IQAC meeting with Canteen Committee of MDK College, Dibrugarh. | Comlin Page Date 31/05/2023 |
| | Objective of the meeting: To discuss some issues related to canteen facilities of the college. | |
| | Signatures of members present: | |
| | 1. Nibedita Phukan | N. Phukan 31/5/2023 |
| | 2. Sharmata Bharti | Sharmata 31/05/23 |
| | 3. Dr. Uma Devi | Dr. Uma Devi 31/5/23 |
| | 4. Dr. Anila Sharma | Dr. Anila Sharma 31/05/23 |
| | 5. Dr. Utpal Sut | Dr. Utpal Sut 31/5/2023 |



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with the members of Canteen committee of MDKG College

Date: 31st May, 2023

Room no.1 of Arts Block

Time: 12:30 pm

An IQAC meeting with the members of canteen committee of MDKG college is convened on 31st May, 2023 at room no.1 of arts block of the college. At the outset Dr. Utpal Sut, IQAC coordinator extends welcome to all the members to the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss some issues related to canteen facilities of the college.

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

Item no.1: Discussion on canteen facilities:

IQAC coordinator places the issue of different facilities available in the college canteen like provision of quality food and drinking water facilities, quality of red tea and milk tea. Coordinator also states the hygiene condition of the canteen. He requests all the members of the canteen committee to pay heed to the maintenance of quality of food in the canteen. Dr. Anita Sharma, member of canteen committee says that she will take care of it in coming days.

Item no.2: Regulations of the college canteen:

IQAC coordinator gives stress on the follow up of rules and regulations of college canteen and says that violation of rules & regulations mismanage the service of canteen staff which ultimately affect the customers. All the members agree with IQAC coordinator and assure to provide the canteen facilities with strict compliance to the rules and regulations of the canteen committee.

Item no.3: Future plan of action:

IQAC coordinator requests all the members of the canteen committee to prepare a future plan of action by incorporating different food menus besides the existing ones prevailing in the canteen. All the members agree with IQAC coordinator and assure to do the same in coming days.



☎ : 0373-2322602 (O)

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DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| Comin/ Page |
| Date / / |

Opinion of the canteen coordinator:

Ms. Shrutimala Bharali, Assistant Professor of English department of the college selected as the new coordinator of the college canteen committee in place of Dr. Uma Devi. Dr. Uma Devi has joined as an Associate Professor in the department of Hindi of Guwahati University w.e.f. 1/6/2023. Ms. Shrutimala Bharali says that she will take care of all the matters related to canteen facilities of the college and assures to render best service for the betterment of college canteen. Two new members viz Dr. Abhilupta Padmanathan Gohain, Assistant Professor, Department of Education and Ms. Puspa Goankhawa, Assistant professor of Sanskrit department of the college are included in the canteen committee of the college.

Opinion of Chairperson:

Dr. Nibedita Phukan, Principal & Chairperson of IQAC chairs the meeting and says that canteen must provide the food to the customers in an optimal manner with complete maintenance of health and hygiene of the food and utensils. Dr. Phukan also says that authority will take care of the apprehension put forwarded by the IQAC coordinator.

Resolution no.1:

Resolved that future plan of action of college canteen be prepared under the guidance of canteen committee of the college.

Resolution no.2:

Resolved that a meeting of the canteen committee and the principal be held in every two months.

Vote of thanks:

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

Action taken report of the IQAC meeting with members of canteen committee of MDKG college meeting held on 31st May, 2023 at 12:30 pm:

As per resolution no.1 of the meeting responsibility of preparation of future plan of action has been assigned to canteen committee of the college.

As per resolution no.2 of the meeting, the coordinators of canteen committee have been reported about the conduct of meeting between canteen committee and Principal of the college would be held in every two months. It has also been reported that canteen committee will communicate with the authority to fix the date of such meetings.

[Signature]
1/6/2023

Co-ordinator
IQAC
MDKG College
Dibrugarh

[Signature]
Principal
Manohari Devi Kanoi Girls' College
Dibrugarh

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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Action taken report of the IQAC meeting with coordinator and members of Psychological counseling cell of the college held on 29th May.2023 at 1 pm.

As per resolution no.1 of the IQAC meeting with coordinator and members of Psychological counseling cell of the college, the coordinator of psychological counseling cell of the college has been assigned the responsibility to conduct psychological awareness programme to sensitize the mental strength of the student of the college.

Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



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DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IOAC meeting with
Coordinators of Adopted village
of MDK College

Comin Page
Date 31/5/2023

Objective: To discuss issues
related to activities conducted
in adopted villages of the College.

Signatures of the members present.

1. Nibedita Phukan

NS 31/5/2023

2. Utpal Sut

US 31/5/2023

3. Joseph Das

JD 31/5/23

4. Utpal Das

UD 31.05.2023



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

**IQAC meeting with the Coordinators of Adopted
Village of MDKG College**

Date: 31st may, 2023

Room No- 1 of Arts block

Time: 2 p.m.

Agenda of the meeting

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on activities in the adopted village and the report compliance since the adoption of the village
4. Opinion of the coordinators
5. Opinion of Chairperson
6. Vote of thanks

M. Phukan
31/5/2023

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MANOHARI DEVI KANOI GIRLS' COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Camlin Page
Date / /

IQAC meeting with the Coordinators of Adopted village of MDKG College
Date: 31st May, 2023

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

Time: 2pm

An IQAC meeting is held on 31st May, 2023 at room no (1) of Arts block of the college with the coordinators of adopted village of the college. At first, Dr. Utpal Sut, IQAC coordinator welcomes all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about the activities done by the college in adopted village of the college.

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


Discussion on the activities done in adopted village of the college: IQAC Coordinator places the issue of activities performed by the college in adopted village of the college. Dr. Sut requests the Coordinators of adopted village to explain the functions performed by them in the adopted village from the end of college. Mr. Utpal Gogoi, chief Coordinator of adopted village of the college speaks on the different activities performed under his guidance in the adopted village and recording of the events. He assures IQAC coordinator to submit the report as soon as possible and he also assures that new plan of action will be initiated by him in the adopted village in coming years for the greater interest of community development. Dr. Jogesh Das, joint coordinator of the adopted village also assures the same to coordinator and chairperson of IQAC of the college.

Opinion of the chairperson: Dr. Nibedita Phukan, Principal and Chairperson of IQAC has presided over the meeting and is in opinion that both the coordinator of adopted village must chalk out the plan of action in the adopted village in the real sense of the term and keep records with evidences. Dr. Phukan also states that both the coordinators of adopted village must perform the activities in a coordinated manner which may lead to linear development of both college and the adopted village.

Resolution no (1): Resolved that activities performed by the college in adopted village be recorded properly under the guidance of coordinators of adopted village of the college.

Principal proposes vote of thanks to all the members present in the meeting for their kind presence.


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



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Action taken report of IQAC meeting with hostel committee of MDKG,
College held on 31st May, 2023 at 11 AM

As per resolution no.1 of the IQAC meeting with hostel committee of MDKG College, Dr. Punyaprabha Baruah has been appointed as Assistant Superintended of college hostel.

Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh

Co-ordinator
IQAC
MDKG College
Dibrugarh

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

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH



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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| Date | 1 |

An IQAC meeting with the Coordinators of Quality Indicator Framework Program
Officer of NSS, CTO of NCC and Chief Coordinator of adopted village of the college

Date: 12-9-2023

Venue: Room no.1 of Arts Block of the College

Time: 4 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Respected Principal Madam
3. Collection and systematic arrangement of data for SSR of 4th Cycle of NAAC assessment of the college and AQAR of 2022-23
4. Comprehensive record of NSS and NCC activities in a consolidated form.
5. Documentation of activities of adopted village of the College
6. Opinion of Criterion Coordinator, NSS program Officer, CTO of NCC and Chief Coordinator of adopted village of the College
7. Opinion of Chairperson
8. Vote of thanks

N Phukan
12/9/2023



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| ISAC meeting with | |
| "Coordinators of seven quality indicator framework, Program Officer of NBS, CTO of NCC and Chief Coordinator of Adopted Village of the college." | |
| Objectives of the meeting: "To discuss about how to prepare the SSR of 4th cycle of NAAC assessment & accreditation of the college." (Broad objective of the meeting) | |
| Signatures of Members present in the meeting: | |
| 1. Nibedita Phukan | Nibedita Phukan 12/9/2023 |
| 2. Utpal Sut | Utpal Sut 12/9/2023 |
| 3. Jyoti Barua | Jyoti Barua 12/9/23 |
| 4. Utpal Sut | Utpal Sut |
| 5. Dr. Abhishek P. Goh. | Dr. Abhishek P. Goh. |
| 6. Anila Sharma | Anila Sharma |
| 7. Dr. Malina Banerjee | Dr. Malina Banerjee |
| 8. Sangita Gose | Sangita Gose |
| 9. Monika Gogoi | Monika Gogoi |
| 10. Dr. Nibedita Phukan | Dr. Nibedita Phukan 12/9/23 |



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| Carroll | Page |
| Date | |

"IQAC meeting with Coordinator of Seven quality Indicator framework Program officer of NSS, CTO of NCC and Chief coordinator of Adopted Village Of the college"
Date: 12-09-2023

An IQAC meeting with coordinators of seven quality Indicator framework, program officer of NSS, CTO of NCC and chief Coordinator of Adopted village of the college on 12th September, 2023 at room no (1) of arts block of the college. At the very outset, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

Objective of the meeting: The objective of the meeting is to discuss about how to prepare the SSR 4th Cycle of NAAC assessment and accreditation of the college.

Chair the meeting: IQAC Coordinator requests Dr. Nibedita Phukan, Principal and Chairperson of IQAC to preside over the meeting and Dr. Phukan accepts request and presides over the meeting and requests the IQAC coordinator to carry forward the discussion of the meeting.

Preparation of SSR: Dr. Utpal Sut, IQAC Coordinator places the issue of how to prepare the SSR of 4th cycle of NAAC assessment and accreditation of the college. Dr. Sut says that IQAC has already submitted the 4th AQAR to the NAAC and NAAC has approved the AQAR successfully and states that the college has to prepare the 5th AQAR and SSR for the 4th cycle assessment and accreditation. Dr. Sut requests all the coordinators of quality framework Indicator, Program officer of NSS, CTO of NCC and chief of adopted village of the college to extend their cooperation for preparing the same. Further, Dr. Sut gives stress on inclusion of all activities of each and every criterion in the SSR in a more systematic way with proper evidences. All the members of the meeting have agreed with the IQAC Coordinator and assure to provide fullest cooperation to prepare the SSR of the college for fourth cycle assessment and accreditation of NAAC.

Opinion of Chairperson: Dr. Nibedita Phukan, Principal and chairperson of IQAC has chaired the meeting and is in the opinion that all the inputs required for preparation of 5th AQAR and 4th Cycle SSR should be properly arranged and each and every metric should be filled up with complete data.

Resolution: Resolved that SSR of 4th cycle of assessment of NAAC accreditation be prepared with complete representation of institutional inputs.

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

Dr. Utpal Sut
12/9/2023
Dr. Utpal Sut
IQAC Coordinator
MDKG College, Dibrugarh
Co-ordinator
IQAC
MDKG College
Dibrugarh

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



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

Comlin Page
Date 19/09/2023

IBAC meeting with the members
of AQAR and SSR preparation
Committee

Date: 19-9-2023

Time: 3 PM

Venue: Room no. (1) of Arts Block of
MDKA College

Objective of the meeting: To inform
the members about division
of work of AQAR & SSR preparation
for 4th cycle of NAAC assessment
& accreditation.

Signatures of the members present:

1. Utpal Sut

2. Anisham Singh

3. Bonali Nath Dowerah

4. Animesha Saikia

5. M. Gitanjali Boruah

6. Dr. Mitali Lenual

7. Monika Gogoi



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MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC meeting with the members of AQAR and SSR preparation committee

Date: 19-9-2023

Time: 3 pm

Agenda of the meeting:

1. Introduction by IQAC Coordinator
2. Objective of the meeting
3. Discussion on AQAR and SSR preparation for 4th cycle of NAAC assessment
4. Vote of thanks

An IQAC meeting with the members of AQAR and SSR preparation committee is held on 19th September, 2023 at room no. 1 of arts block of the college in presence of the following members.

1. Dr. Utpal Sut, IQAC Coordinator
2. Anirban Singha, Member
3. Dr. Homali Nath Dowerah, Member
4. Miss Anvesha Saikia, Member
5. Dr. Gitanjali Baruah, Member
6. Dr. Mitali Sonowal, Member
7. Ms. Monika Gogoi, Member


At the very outset, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

Objective of the meeting: Objective of the meeting is to divide the works of preparation of AQAR and SSR among the members of the AQAR and SSR preparation committee.

Discussion on AQAR and SSR preparation for 4th cycle of NAAC assessment: IQAC Coordinator informs the members about the different dimension of AQAR and SSR preparation for the 4th cycle NAAC assessment with having emphasis on New Education Policy 2020. The coordinator gives focus on the minute observation of seven quality indicators of SSR and requests the members to take proper care for preparation of each criterion with proper evidences. The Coordinator wishes to divide the works of preparation of SSR among the members. All the members agree with the IQAC Coordinator and assure to give their best to prepare the SSR.

Resolution of the meeting: Resolved to divide the works of preparation of SSR among the members of AQAR and SSR preparation committee.

Vote of thanks: At the end IQAC Coordinator proposes vote of thanks to all the members for their presence in the meeting.


19/9/2023
Co-ordinator
IQAC
MDKG College
Dibrugarh



☎ : 0373-2322602 (O)

MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

IQAC GENERAL MEETING ON NAAC PREPARATION

DATE: 2-02-2024

Venue: Room No.1

1. Purpose of the Meeting by IQAC Coordinator
2. Chair the meeting by Principal Madam
3. Record of Departmental activities for last five years
4. Record of Best practices of the College for last five years
5. Record of activities of different cells of the college for last five years
6. Record of NSS and NCC activities for last five years
7. Record of seven criterion for last five years
8. Updating of College website Hiranaya Das
9. Opinion of Chairperson
10. Vote of thanks

Hiranaya Das
2/2/2024



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

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INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.

Date.....

| ISAC General Meeting | | Comlin | Page |
|---|--|-----------------|------------|
| NAAC Preparation | | Date | |
| Date: 2-02-2024 | | | |
| Venue: Room No. (1) | | | |
| Purpose: To discuss about the preparation about NAAC 4th Cycle preparation. | | | |
| Signature of Members Present: | | | |
| 1. Nibedita Phukan | | N Phukan | 21/2/2024 |
| 2. Manshi Sharma | | M Sharma | 21/2/24 |
| 3. Jalendra Satia | | J Satia | 21/2/24 |
| 4. Montanu Borge | | M Borge | 02/02/24 |
| 5. Purnima Chetia | | P Chetia | 21/2/24 |
| 6. Eorika Goswami | | E Goswami | 21/2/24 |
| 7. Anika Sharma | | A Sharma | 21/2/24 |
| 8. Jyoti Konwar | | J Konwar | 21/2/24 |
| 9. Rupali Bora | | R Bora | 21/2/24 |
| 10. Dr. Shikha P. Bora | | S Bora | 02/02/24 |
| 11. Pampa Gogoi | | P Gogoi | 21/2/24 |
| 12. Shikha Barua | | S Barua | 02/02/24 |
| 13. Banani Das | | B Das | 02/02/2024 |
| 14. Manisha Rudra Janying | | M Rudra Janying | 02/02/2024 |
| 15. Babita Bora | | B Bora | 01/02/2024 |
| 16. Dr. Aditya Saitia | | A Saitia | 21/2/2024 |
| 17. Aniruddha Dutta | | A Dutta | 21/2/2024 |
| 18. Nayan Jyoti Sarma | | N Sarma | 02/02/2024 |
| 19. Nandini Borah | | N Borah | 02/02/2024 |
| 20. Dr. Mahina Banmatary | | M Banmatary | 02/02/2024 |
| 21. Dr. Liza B. Lakshar | | L Lakshar | 21/2/2024 |
| 22. Dr. Longesta Saitia | | L Saitia | 21/2/2024 |
| 23. Rupika B | | R B | 21/2/21 |
| 24. Dr. Bonali N. Das | | B Das | 21/2/24 |
| 25. Dr. Bala Hanuayre | | B Hanuayre | 21/2/24 |
| 26. Monika Konwar | | M Konwar | 21/2/24 |



MANOHARI DEVI KANOI GIRLS' COLLEGE

DIBRUGARH - 786 001, ASSAM

মনোহরী দেবী কানৈ মহিলা মহাবিদ্যালয়, ডিব্ৰুগড়, অসম।

INTERNAL QUALITY ASSURANCE CELL

Dr. Nibedita Phukan
Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

Date.....

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| 27. Kalyani Datta | |
| 28. Anurupa Singha | |
| 29. Rinyapriya Bora | |
| 30. Jyoti Choudhary | |
| 31. Bhagyashree Baruah | |
| 32. Neelika Rahman | |
| 33. Dr. Gitanjali Bora | |
| 34. Anurupa Sait | |
| 35. Dr. Hileli Bora | |
| 36. Souvik Sengupta Choudhary | |
| 37. Puonti Gogoi | |
| 38. Dr. Alshi Gouda Gogoi | |
| 39. Dr. Siliya B. Choudhary | |
| 40. Dr. Shikha Boro | |
| 41. Manjula Bora | |
| 42. Dr. Purnima Hazarika | |
| 43. Dr. Sankar Choudhary | |
| 44. Dr. Utpal Sut | |



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IQAC General Meeting on NAAC Preparation.

Date: 02/02/2024

Venue: Room No. 1

An IQAC General Meeting is held on 2nd February, 2024 to discuss about the different pertinent issues relating to NAAC assessment and accreditation of the college at room no. 1 of arts block of the college. At the very outset, Dr. Utpal Sut, IQAC coordinator extends welcome to all the Faculty members of the college to the meeting and states the objectives of the meeting.

Objectives of the meeting: The objectives of the meeting is to discuss about different pertinent issues relating to 4th cycle assessment and accreditation of NAAC of the college and requests Dr. Nibedita Phukan, Principal of the college to chair the meeting.

Chair the meeting: Dr. Nibedita Phukan, Principal of the college chairs the meeting and requests IQAC coordinator to proceed with the agenda of the meeting.

Item no. 1: Record of Departmental activities for last five years:

IQAC coordinator places the issues of record of the department activities for last five years. The coordinator mentions the issues like departmental meeting proceedings, extension activities report, departmental results of final examination of UG under Dibrugarh University, class routine, teaching plan, events diary of the department, teachers least with qualification, teachers achievements, rank holders list with photos of the students, registers of the attendance, departmental magazines, register of names of the books available in the departments, students progression and placement, students participation in co-curricular activities, teachers profile, research papers published by the faculty members in UGC care list journals, teachers participation in RC/OP/FDP/STC/Workshop/Webinars/Seminars etc., teachers in different academic bodies, participation of teachers in evaluation and paper settings, teachers projects etc. IQAC coordinator requests all the HODs and faculty members to keep the record of the activities as mentioned above for last five years (i.e. June.2018 to November, 2023)

All the members agree with the Coordinator.

Item no. 2: Record of Best practices of the college for last five years:

IQAC coordinator places the issue of recording the best practices adopted by the college for the last five years from June, 2018 to May, 2023. The coordinator also emphasizes the determination of success of evidence of extension activities and cleanliness activities performed by the college inside and outside the college and also keep record of these activities. The IQAC coordinator requests Dr. Anita Sharma, coordinator of the Institutional values and best practices criterion to keep record of best practices. Dr. Sharma agrees with the IQAC coordinator and assures to do the same.



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Co-ordinator

Ref. No.....

Date.....



Item no. 3: Records of activities of different cells of the college for last five years:

IQAC coordinator requests all the coordinators of the different cells and committees of the college to make a proper record of different activities conducted by them in the last five years (June, 2018 to November, 2023). All the coordinators agree with the IQAC coordinator.

Item no. 4: Record of NSS and NCC activities for last five years:

IQAC coordinator informs all the members that keeping record of NSS and NCC is needed for quality assessment of the college as both the units perform work for the nation's interest. Coordinator requests Dr. Mitali Sonowal, program officer of NSS and Ms. Anwesha Saikia, CTO of NCC of the college to make a comprehensive report of their respective unit for last five years and duly submit to the IQAC mail as soon as possible. Both the officers agree with the IQAC coordinator.

Item no. 5: Record of seven criterions for last five years:

IQAC coordinator requests all the coordinators of seven quality indicator framework to submit the record of their respective criterion to the IQAC mail of the college as soon as possible for the preparation of SSR of the college for the 4th cycle assessment and accreditation of the college of NAAC. All the criterion coordinators agree with the IQAC coordinator and assure to submit the five years comprehensive report to IQAC mail as soon as possible.

Item no. 6: Updating of college website:

IQAC coordinator informs the members of the meeting that updating of college website is indispensable for reflecting the institutional information to the public domain. Coordinator request Dr. Nibedita Phukan, Principal and chairperson of IQAC to do the needful in this regard. IQAC coordinator also request Dr. Phukan to include Mr. Hironya Das as the assisting member to help in updating college website.

Opinion of Chairperson: Dr. Nibedita Phukan, Principal of the college is in the opinion that whatever is discussed in the meeting should be strictly followed in action for greater interest of the college. Dr. Phukan also requests all the members of the college to cooperate in 4th cycle assessment and accreditation process of NAAC.

Resolution of the meeting:

Resolution no 1: Resolved that five years report of five years activities of the departments be prepared under the guidance of respective Heads of the departments.

Resolution no 2: Resolved that five years report of best practices of the college be prepared under the guidance of criterion coordinator of institutional values & best practices of the college.



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INTERNAL QUALITY ASSURANCE CELL

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Chairperson

Dr. Utpal Sut
Co-ordinator

Ref. No.....

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Resolution no 3: Resolved that five years report of different cells be prepared under the guidance of respective cells coordinators.

Resolution no 4: Resolved that five years report of NSS and NCC activities of the college under the sole responsibility of Dr. Mitall Sonowal and Ms. Anvesha Saikia respectively.

Resolution no 5: Resolved that five years consolidated report be prepared for seven criterion of quality framework of NAAC by the criterion coordinators.

Vote of thanks: At the end, Dr. Nibedita Phukan, Principal of the college proposes vote of thanks to all the members present in the meeting for their kind presence and cooperation.

[Signature]
2/2/2024

Co-ordinator
IQAC
MDKG College
Dibrugarh

[Signature]

Principal
Manohari Devi Kanoi Girls' College
DIBRUGARH