



দুলীয়াজান ছোৱালী মহাবিদ্যালয় DULIAJAN GIRLS' COLLEGE

স্থাপিত : ১৯৯২ Estd. 1992

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Regd. Under Societies Act No. RS/DIB/255/40 of 1998-99

Permanent Affiliated to D. U. No. DU/RG/DCDC/DGC/Perm.AFF/2010-2011/8096-102

Included under Sec. 2 (F) 12 B of the UGC Act, 1956, No. 8-394/2010 (CPP-I/C)

P. O. DULIAJAN - 786 602, DIST. DIBRUGARH (ASSAM)

e-mail : duliajangirlscollege@yahoo.com # Website : www.dgcollege.in

IQAC E-mail ID: iqac.duliajangirlscollege92@gmail.com

Cell : 94350 51798 (Co-ordinator)

Ph. : (0374) 2801459 (O)

Ref: DGC / IQAC/ MINUTES-02/16

DATE: 15.03.2016

MINUTES OF IQAC CORE MEETING HELD ON 15th March, 2016

An IQAC meeting was held on 15.03.16 at 11 a.m. in the IQAC Room to discuss the following proposed agenda.

Members Present in the meeting:

Members	Designation	Signatures
Dr. Lakhimi Phukon	Chairperson & Principal	<i>Lakhimi Phukon</i>
Mrs. Jayashree Baishya	Convenor: IQAC Co-Ordinator HOD of English Dept.	<i>Baishya</i>
<u>Members of Management</u>		
Mr. Bhupen Saikia	President, G.B.	<i>Bhupen Saikia</i>
Mrs. Sujata Borkotoky	Assistant Co-Ordinator, & Vice Principal	<i>Sujata Borkotoky</i>
<u>Teachers Representative</u>		
Dr. Minakshi Dutta Barman	Asstt. Professor, (Department of Assamese), HOD.	<i>Minakshi Barman</i>
Dr. Deepika Dutta Saikia	Asstt. Professor, (Department of Economics), HOD.	<i>Deepika Saikia</i>
Mr. Rameswar Baruah	Asstt. Professor, (Department of Education), HOD.	<i>Rameswar Baruah</i>
Mr. Purna Kanta Mahanta	Asstt. Professor, (Department of Political Science), HOD.	<i>Purna Mahanta</i>
Mrs. Anumoni Gogoi	Asstt. Professor, (Department of Home Science), HOD.	<i>Anumoni Gogoi</i>
Mr. Amrit Chandra Kalita	Asstt. Professor, (Department of Hindi), HOD.	<i>Amrit Kalita</i>
Mr. Haradhan Chandra Mandal	Asstt. Professor, (Department of Bengali), HOD.	<i>Haradhan Mandal</i>
<u>External Members</u>		
Dr. Amrit Kumar Gogoi	Retd. Principal, Duliajan College	<i>Amrit Gogoi</i>
Dr. Rashmi Thakuria	Sub Divisional Medical Officer	<i>Rashmi Thakuria</i>
Mr. Aditya Goswami	Industrialist	<i>Aditya Goswami</i>
<u>Alumnae</u>		
Mrs. Rashmi Rekha Dutta	Asstt. Prof. (Department of Education)	<i>Rashmi Dutta</i>
<u>Stakeholder</u>		
Mr. Dilip Gogoi	President, Parents' Committee	<i>Dilip Gogoi</i>



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The agendas are:

- To discuss and monitor the activities of Silver Jubilee Celebration to be observed from 5th to 7th September, 2017

ACTION: 1

The formation of different committees were done for the smooth functioning of the three days celebration. Seven Committees were formed to raise funds to meet the cost and expenditure of the Silver Jubilee Celebration.

- **Activities of Cells and Committees:**

To receive the progress report of activities of Cells and Committees in order to assess the college by NAAC and it was decided to invite a Pre-Peer team for Academic and Administrative Audit.

ACTION: 2

The following experts would be invited for Academic and Administrative audit. Prof. Chandana Goswami, Dean, Dept. of Business Administration, Tezpur University. Prof of Sarat Ch. Kakati, IQAC Coordinator Dibrugarh University, and Dr. Rupam Saikia CDC (Director of College Development Committee) Dibrugarh University would be invited.

- **Healthy Practice :**

To introduce a healthy practice regarding a pollution free environment to maintain ecological balance. In addition, the Policy on 'Go Green and Clean Environment' has been drafted.

ACTION: 3

Brought awareness among students by preparing two banners on PLASTIC FREE CAMPUS and NO TOBACCO ZONE.



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- The IQAC Coordinator reported that a health check-up was done for students and ladies of neighboring areas by a medical team on 30-01-16.
- A Career Counselling Programme was held on 05-03-16 .The programme was conducted by, Kaziranga University on 'How to face an Interview'.
- On 12-03-16 another Career Counseling programme was conducted by , New Age Career on ' Future At Your Fingertips'.
- It is decided that on 19th, 20th and 21st March 2016, an entrepreneurship programme will be held on Block Printing and Muriel Printing.
- It is decided that as per Govt. circular, an initiative has been taken to conduct an awareness programme on Right to Vote, an Oath Taking programme by students, faculty and staff which will be held on 19-03-16.
- A consciousness procession on 'Voting Rights of Citizens' will take place on 22-03-16 on the streets of Duliajan with the display of playcards.
- The Home Science Dept. has conveyed to the IQAC to organize 2 days workshop, on 'Mushroom Cultivation and Bee Keeping' in the month of August 2016.
- The Student Union of the College has decided to organize an All Assam Quiz Competition to commemorate the birth anniversary of the founder Principal Late Nitya Dutta to be held on 28-03-16.
- The meeting decided to undertake an awareness programme on 'Women Empowerment through Self Employment' by the Economics Department to be held on 26.03.16
- It has been decided in the meeting that a wall magazine should be brought out every year by every department and a competition will be held every year during Fresher's Social.
- On 01.03.16, the NSS Unit participated in the Youth Festival at Kohima.Two students, Miss. Sangeeta Upadhaya and Miss.Anamika Sah participated in the programme.
- The Major Students of Economics department visited the Namphke village on 26.03.16 and conducted an empowerment programme for women villagers.A talk on 'Women Empowerment through Self Employment' was conducted in the village.
- The department of Education visited the Namphake village and did a student survey on the educational status of Thai Phake women through a field trip on 28.03 16.