



# 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

Ph : (0374) 2801459 (O)

Cell : 94350 51798 (Co-ordinator)

Ref: DGC / IQAC/ MINUTES-11/17

DATE: 17.10.2017

### MINUTES OF IQAC CORE MEETING HELD ON 17<sup>TH</sup> OCTOBER, 2017:

A meeting of the Core Committee members was held on 17.10.2017 to discuss on the issues taken up after several meetings were held among the various cells and committees of the teaching staff:

1. In the meeting a decision was taken to digitalize college library management, online feedback system, digital campus system, inventory management and system renewal.
2. The IQAC Coordinator informed that there should be regular remedial classes for weak students, besides ST, SC, OBC students for which a register has to be maintained separately.
3. There should be awareness on anti-ragging regarding the verdict given by the Supreme Court through a student orientation programme which would be held in the month of June 2017.
4. There will be a parent-teacher meeting to be held in the month of June 2017 to inform the parents about the rules of the college and actions to be taken on the indulgent students who is involved in ragging and also about the Supreme Court Verdict on ragging. A Court affidavit should be submitted by students regarding anti-ragging produced after the Supreme Court verdict.
5. A decision was taken to do some literary activities by the literary committee like Department Wall Magazine, College Wall Magazine, Hand Written Magazine by Assamese Department, IQAC newsletter etc. with a view to develop critical thinking and literary creativity among students.

### **ACTION TAKEN:**

1. A hoarding of 'NO RAGGING IN THE CAMPUS' was hung in different corners of the college campus.
2. A parent-teacher meeting will be held in the month of June 2017 to make them aware of the rules and regulations of the indulgent student who may be involved in ragging activity.
3. A Career Counseling Programme was conducted on 3<sup>rd</sup> August 2017 by Mr. Swastic Banerjee from Indian Skills Academy, Kolkata. He gave special emphasis on the importance of presentation skills, corporate grooming etiquettes, extempore, fluency etc. to be maintained by aspiring candidates during an interview.
4. The Grievance Redressal Cell conducted an awareness programme for the students of the college.
5. The Inter College Quiz Competition was held on 18<sup>th</sup> June 2017 in memory of the founder Principal Late Nitya Dutta. The programme was organized by All Assam Students' Union.
6. Indian Oil Corporation did a programme on Energy Conservation. Demonstration on safety measures in the household use of gas was given. A quiz among the girl students was organized.
7. NSS Day was celebrated on 24.09.17 in the college premises.

### Several matters were discussed in the meeting:

1. The Convenor (IQAC Coordinator) of the meeting informed that the map of the college should be displayed in two or three places on priority basis and the location for the same was identified.



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- The Principal resolved to constitute an Inter Disciplinary Committee consisting of all heads for discussion on all issues and formulating solutions with a view to gain quality assurance.
- The IQAC Coordinator informed all the members present about the working on SSR in the seven criterions so that the college gets ready for the submission of IQA very soon.

### Members Present in the meeting:

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