



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

Ph. : (0374) 2801459 (O) IQAC E-mail ID: iqac.duliajangirlscollege92@gmail.com Cell : 94350 51798 (Co-ordinator)

Ref: DGC / IQAC / MINUTES-03/16

DATE: 24.08.2016

MINUTES OF IQAC CORE MEETING HELD ON 24th August, 2016:

A meeting of IQAC was held on 24th August 2016 at 1 pm. in the IQAC room of the college.

Members Present in the meeting:

Members	Designation	Signatures
Dr. Lakhimi Phukon	Chairperson & Principal	
Mrs. Jayashree Baishya	Convenor: IQAC Co-Ordinator HOD of English Dept.	
<u>Members of Management</u>		
Mr. Bhupen Saikia	President, G.B.	
Mrs. Sujata Borkotoky	Assistant Co-Ordinator, & Vice Principal	
<u>Teachers Representative</u>		
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.	
<u>External Members</u>		
Dr. Amrit Kumar Gogoi	Retd. Principal, Duliajan College	
Dr. Rashmi Thakuria	Sub Divisional Medical Officer	
Mr. Aditya Goswami	Industrialist	
<u>Alumnae</u>		
Mrs. Rashmi Rekha Dutta	Asstt. Prof. (Department of Education)	
<u>Stakeholder</u>		
Mr. Dilip Gogoi	President, Parents' Committee	



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The following issues were discussed –

1. There should be a computer training programme for the teachers and office staff. The training will be done by the computer teacher Mrs. Poonam Baruah.

ACTION: I

- A crash course was decided to be organized (CRASH COURSE) for teachers and staff by the computer department in the computer room. As per the consent of trainees, the time slot is divided into two shifts for computer training- 11am.to 12.30 pm for non teaching staff and 12.30 pm to 2 pm for teaching staff respectively. The crash course will take place from 30th August 2016.
2. Maintenance needs to be done to have campus cleanliness at regular basis and should be monitored by the NSS Unit and Yoga Unit. The members of the House Keeping Committee must look into the matter of entire cleanliness of the college.

ACTION: II

The campus cleaning should be done on a routine basis at least twice a week by the NSS Unit Volunteers and Yoga unit volunteers under the supervision of NSS programme officer and Yoga teacher respectively.

3. It was decided in the meeting to instruct the Feedback Committee to collect feedback from the stakeholders and the Feedback should be analyzed and submitted to the IQAC Coordinator.

4. It is decided in the meeting that an awareness programme is to be held on 'The Use of Sanitation' organized by – Swachh Bharat Mission Club in Collaboration with NSS Unit of DGC in the Tipling Gaon Panchayat to be held on 10.11.16.

5. The IQAC has been informed that a talk on 'Balanced Diet' was held by the Women Cell of the College on 8th May 2016 for the well being of the students.

6. The Yoga Unit of the college had organized Yoga training for teachers and staff from 02.06.16 to 08.06.16 in the college premises.

7. A talk on 'Drug Abuse and Illicit Trafficking' was held on 26th June 2016. It was organized by NSS Unit of the college. The resource person was the renowned physician Dr. Dipankar Bhattacharjee, a specialist in Sports Medicine, from Oil India Hospital.

8. A flood relief camp was organized by the NSS Unit of the college for the flood affected village Gethupathar of the Tipling Gaon Panchayat on 12th August 2016.

9. The Grievance Redressal Cell organized an awareness programme for students on 11.08.16 to sensitize the students to put up their grievances in the box hung on the college corridor.

10. The Librarians Day was celebrated on 12.08.16 to commemorate the birth anniversary of the founder of Library Science in India, Dr.S. R. Ranganathan.

11. A Book Fair was organized in the college under the initiative of the librarian Mrs. Rajni Rani Saikia.



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12. The Independence Day Celebration took place in the college with the following activities-
 - a. Flag hoisting in the presence of students, teaching and non-teaching staff
 - b. Prabhat feri
 - c. Safai Abhiyan by Swaach Bharat Club
 - d. Poster making Competition
 - e. Plantation of trees in the college premises. Students of the college took part in a March Past programme in the Nehru Maidan, a centrally organized celebration by Oil India Limited.
13. The College will celebrate the 25th Foundation Day with pomp and grandeur to celebrate the Silver Jubilee Year.
14. Rastriya Hindi Divas will be celebrated by the Hindi Dept. On 16th September, 2016 and the guest Speaker Dr. Kiran Hazarika UGC Member and Principal of Tengakhat College will address the gathering.
15. It is informed by the Principal that, as per the circular of District Administration, the faculty members should dedicate their service by adopting five schools of the neighboring areas of the college from the month of October. For this purpose, all the teachers are distributed to be engaged in five different schools.
16. National Unity Day (Rashtriya Ekta Divas) will be celebrated on 31.10.16 to commemorate the birth anniversary of Iron Man Sardar Ballab Bhai Patel. A procession will take place with the display of playcards with writings of restoring India's Unity and keeping India's brotherhood intact among all the states.
17. The Home Science Department celebrated the "National Nutrition Week-2016" on 23rd October 2016 from 11.30 am to 1.30 pm. A lecture was given by Mrs. Geetima Dutta on the topic 'Importance of Nutrition in Different Stages of Life Cycle especially in Adolescent Stage'.
18. The English Department will organized a department Seminar on 05.10.16 on "A Few European Thinkers".
19. A decision is taken for selection of awarding the scholarship to the students as follows :
 - a. S.K. Borah Memorial merit scholarship sponsored by Mrs. Loni Borah and she announced to sponsor full admission fee to a meritorious student of degree. Later on she sponsored the same to two meritorious students.
 - b. Premada Trust sponsored by Mr. Ajay Kumar Bhatta will be awarded to three numbers of students. Initially, the amount was Rs. 2000/- to each and later on enhanced to Rs. 3000/- each.
 - c. Biren Borkotoky Memorial students scholarship will be awarded to two students by Mr. Rupankar Borkotoky and after the death of Rupankar Borkotoky this scholarship is to be donated by Mrs. Sujata Borkotoky which consists of cash Rs. 3000/- and a bundle of books.
 - d. Kusum Tamuly Memorial Best Graduate Award sponsored by Mr. Monuj Tamuly will be awarded to the student who scored highest marks in the final examination of T.D.C.
 - e. Shyamananda Baishya Memorial Best Singer Award, sponsored by Dr. Santanu Baishya, comprising of a cash amount of Rs. 2,000/- with a trophy and another scholarship in the



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- same memorable name is awarded to the student who secures highest marks in English Major final examination ,a cash amount of Rs.3000/- .
- f. Jatin Tamuly Memorial Student Scholarship cash amount of Rs.10, 000/- to the student who secures highest marks in Class 12 Board Exams providing that the said student should continue her studies in Duliajan Girls' College in the Degree Level.
 - g. It has been proposed that Abala Kalita Memorial student scholarship,an amount of Rs 2,000/- by Sri Amrit Chandra Kalita to be awarded to the student who secures first division and letter marks in Hindi in the Higher Secondary final Board Examination.
 - h. Merit scholarship from Benevolent Fund of Duliajan Girls' College, amount of Rs. 8,000/- is awarded to the student who secure 1st class first position in degree final exam.
 - i. Moreover , the Ladies Club of Duliajan from time to time sponsors a cash amount of Rs.8,000/- as well as total academic expenses to the students of this college.
 - j. From time to time students get benefits from MLA fund.
 - k. A Skill Development Certificate Course 'Front Office Associate 'under NSDC (National Skill Development Course)in collaboration with Dibrugarh University took place from February 2016.