



**OFFICE OF THE IQAC**  
**DAKSHIN KAMRUP COLLEGE, MIRZA**  
**P.O.- MIRZA ::: KAMRUP ::: ASSAM**  
**PIN-781125**

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2021

Meeting 1

Date: 02/01/2021

**Agenda:**

- Discussion regarding preparation of SSR, AQAR 2019-20 for NAAC Accreditation.
- Discussion regarding formation of Committees, Cells required for NAAC related activities.

**Proceedings:**

Strategies were formulated for the preparation of SSR, AQAR 2019-20 for NAAC Accreditation. Additionally, various committees and cells were prepared for NAAC related activities.

**Resolutions:**

1. To prepare and submit the AQAR 2019-20.
2. To move ahead with the activities for preparation of SSR within a targeted time frame
3. To convene a meeting with the Convenors of the 7 Criteria committees for formation of Committees and Cells required for related activities.

**Action Taken:**

- Preparation of the AQAR 2019-2020 started.



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**Meeting 2:**

Date: 05/01/2021

**Agenda:**

- Preparation of SSR.
- Submission of AQAR 2019-20.
- Formation of few important cells.

**Proceedings:**

A thorough discussion on the inviting of NAAC took place in the presence of the IQAC chairperson. All the members have discussed about the related issues with the preparation of the visit like preparation of the AQAR and the SSR, maintenance of database for documentation, website up gradation and maintenance.

**Resolutions:**

1. Documentation committee formed with the following members.
    - a) Ashim Ranjan Sarma, Convener
    - b) Jayanta Kumar Baishya, Member
    - c) Dr. Bidyut K. Das, Member
    - d) Jatindra Medhi, Member
  2. Website update and Maintenance Committee formed with the following members
    - a) Dhiraj Chandra Das, Convener
    - b) Himadri Goswami, Member
    - c) Sadananda Das, Member
    - d) Dhruva Jyoti Kalita, Member
  3. December 2021 fixed tentatively for inviting NAAC peer team for assessment and accreditation.
  4. A meeting with the Convenors of the 7 Criteria committees is fixed on 9/1/21 to take stock of activities and future course of action for SSR preparation.
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**Action Taken:**

- Two committees on website up gradation cum maintenance and documentation were formed.
  - Several work related to website up gradation were done.
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**Meeting 3:**

Date: 09/01/2021

**Agenda:**

- Briefing by the Coordinator IQAC Dr. G. Chakraborty on the activities to be undertaken by the Convenors of the criteria committees.

**Proceedings:**

IQAC coordinator instructed the conveners to carry out their responsibilities urgently.

**Resolutions:**

1. Convenors of the Criteria Committees to study the key indicators of their respective criteria and act accordingly
2. Convenors to constitute sub committees/ cells as required in their respective criteria
3. Convenors to furnish report/ data regarding the key indicators as part of SSR preparation.
4. The HODs are requested to get ready with their Departmental profile and personal Profiles of all the faculty members of their respective departments for the academic audit to be done shortly and for the overall preparation of NAAC visit.
5. The HODs are further requested to furnish the documents accompanying the information that have been shared in the AQAR for the session 2016-17, 2017-18, and 2019-2020.
6. The HODs are requested to furnish the following data required in connection to SSR preparation:
7. Student centric methods applied
8. Teachers using ICT enabled tools for effective teaching learning process.
9. Ratio of mentor to students for academic and other related issues.

**Action Taken:**

- The Conveners and HoDs started the responsibilities entrusted upon them.



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**Meeting 4:**

Date: 02/02/2021

**Agenda:**

- Digital Library
- Student Satisfaction Survey (SSS) format preparation

**Proceedings:**

The meeting discussed speeding up the work on the digitalization of the college library. The principal was given the responsibility to initiate the necessary steps to achieve the goal. Additionally, the SSS format was prepared and the mechanism for the survey was discussed elaborately.

**Resolutions and Action taken:**

1. Full digitalization process should be started with immediate effect.
  2. SSS format is to be prepared at earliest possible.
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**Meeting 5:**

Date: 20/04/2021

**Agenda:**

- AQAR submission
- Planning for NAAC visit

**Proceedings:**

The areas which required sufficient work to be done were identified for AQAR submission. Accordingly, the conveners were advised to carry their work diligently.

**Resolutions:**

1. AQAR work to be started for the Session 2019-2020.
2. Supporting documents for the Session 2016-2017, 2017-2018, and 2019-2020 to be collected from respective Departments simultaneously.
3. Website to be updated frequently.
4. Research Cell of the College should be in place. By laws to be finalized in the next meeting of the Cell.

**Action Taken:**

- Preparation of the final version of AQAR was started.
  - The college website was updated.
  - By laws relating to the functionalization of the Micro Research Cell were framed.
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**Meeting 6:**

Date: 06/09/2021

**Agenda:**

- Discussion on the resignation of Dr. G Chakraborty from the position of IQAC Coordinator
- Discussion on the appointment of a new IQAC Coordinator.

**Proceedings:**

After an elaborate discussion on the resignation of Dr. G Chakraborty from the position of IQAC Coordinator, the members accepted the resignation letter. Thereafter, discussions on the appointment of a new IQAC coordinator were done. Dr. J. Bora was entrusted with the responsibility of the new IQAC coordinator.

**Resolutions and Action taken:**

1. The resignation letter of Dr. Gargee Chakraborty, IQAC Coordinator was accepted after consultation with Prof. Robin Goswami, President, Governing Body, Dakshin Kamrup College, Mirza.
  2. Dr. Jilmil Bora, former IQAC member has been appointed as the new IQAC Coordinator.
  3. The previous committee members of the IQAC have been retained.
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**Meeting 7:**

Date: 01/10/2021

**Agenda:**

- Discussions on the celebration of Gandhi Jayanta.

**Proceedings**

The committee discussed about the celebration of Gandhi Jayanti.

**Resolutions and Action taken:**

1. The IQAC committee has resolved to hold an Online Speech Competition among the students to celebrate 152nd Gandhi Jayanti.
  2. The topic of the completion has been decided as Mahatma Gandhi's India: Dream and Reality.
  3. It is decided that the participants will have to upload a 3 minute video in the link provided in the flyer. The first three prize winners will be awarded with a certificate and a cash prize of 1,500/-, 1,000/- and 700/- each.
  4. Dr. Bhaskar Pegu, Asst. Prof. (Political Science) and Anuradha Gogoi, Asst. Prof. (Economics) and Jayanta Baishya, Asst. Prof. (Chemistry) are given the responsibility of judging the competition.
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**Meeting 8:**

Date: 04/11/2021

**Agenda:**

- Discussion with the Conveners and members of Criterion 7 committee.

**Proceedings:**

The IQAC Coordinator had a thorough discussion with the convener and members of Criterion 7 committee.

**Resolutions and Action taken:**

1. The report submitted by the Criterion 7 committee is found to be okay and hence accepted for uploading in the college website.
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**Meeting 9:**

Date: 13/12/2021

**Agenda:**

- Discussion and presentation of the 2019-2020 AQAR.
- Revamping of the IQAC sub committees.
- Discussion on Academic and Administrative Audit.
- Others

**Proceedings:**

A discussion on the 2019-2020 AQAR was made and it was found to be eligible for uploading in the NAAC portal. The committee also discussed about the inclusion of new members in the sub committees as some of the members have left the institution. The committee also discussed about holding a workshop on academic and administrative audit.

**Resolutions:**

1. The core committee members unanimously decided to start working on the 2020-2021 AQAR at the earliest.
2. 2019-2020 AQAR has been handed over to IQAC Chairperson and Principal, Dr. Nabajyoti Das to be produced in the Governing Body.
3. A Conveners' meeting of the all the criterions is to be called soon.
4. The Conveners are to be informed about the reshuffling of the members in the Criterion committees.
5. Academic and Administrative Audit is decided to be conducted in March 2022.

**Action Taken:**

- The IQAC Chairperson and Principal, Dr. Nabajyoti Das produced the 2019-2020 AQAR in the Governing Body.
- Criteria wise print outs were disbursed to the departments for 2021 AQAR data collection.