



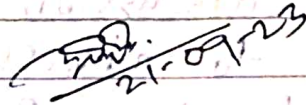
21-09-2023

Agenda

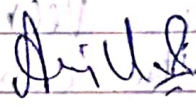
1. Welcome address by the Chairperson
2. Review of the last vi. Peer Team Visit (NAAC)
3. Discussion on the Peer Team's observations and recommendations
4. Future plan for addressing the Peer Team's recommendations
5. Submission of Pending AQARs
6. Any other matter with the Permission of the Chair

Signature of the members present:

1. Chairperson


21-09-23

2. Coordinator

 (Anuj Khatun)

3. Teacher Member

Ashim R. Sarma

4. "

Ashana Mali

5. "

Gorgi Chakravarty

6. "

Shambajyoti Gogoi

7. "

Ellora Choudhury

8. "

Inanendra Upadhyay

9. "

Debasish Sarma

Today, on 21-09-2023, the first meeting of the newly formed IQAC was held at the College IQAC office. The Chairperson of the IQAC Principal Dr. Nabajyoti Das presided over the meeting. With a welcome address,



the Principal and Chairperson of the IQAC, appreciated the efforts of all stakeholders during the last Peer Team Visit. He presented a detailed summary of the last NAAC Peer Team Visit, highlighting key observations and recommendations made by the Peer Team. The IQAC Coordinator presented the recommendations (Ten major ones as mentioned by the Peer Team in telegraphic language) as given by the Peer Team. The members present in today's meeting participated in the discussion on future plans of the IQAC to address the recommendations made by the Peer Team. The Coordinator emphasized the completion of the pending AQARs and submitting the same within the timeline prescribed by NAAC and the members also proposed to prioritize this task.

After detailed discussion, the members present unanimously adopted the following :-

Resolutions Taken :

1. The College will develop an action plan to address the observations and recommendations made by the Peer Team.

2. Responsibilities will be assigned to the HoDs of all the Departments of the College and also to the administrative & non-teaching staff of the College.

3. A timeline for implementation of different plans will be established, with periodic reviews by the IQAC to

assess progress.



- ④ Faculty members will be encouraged to enhance research, publications and collaborations as per recommendations.
- ⑤ A proposal will be submitted to the College Governing Body for budgetary allocation to implement key recommendations.
- ⑥ The submission of all pending AQARs will be treated as the topmost priority to maintain the accreditation status of the institution.
- ⑦ The IQAC will conduct frequent periodic meetings to monitor the progress in AQAR completion and address the challenges (if any) faced by the departments.
- ⑧ The College G.B. will be requested to provide additional manpower/a secretarial assistant to properly and smoothly facilitate the AQAR submission process.
- ⑨ The IQAC will ensure proper documentation and compliance for further accreditation processes.

The meeting was adjourned by the chairperson with a vote of thanks to all present in the meeting.

Coordinator
IQAC
D.K. College, M.



Principal
Dakshin Kamrup College
Mirza-781125



09-11-2023

Meeting with the HoDs

Members present

Department

- | | |
|--------------------------------|------------------------------------|
| 1. Dr. Nabayya Das | Principal |
| 2. Madhuri Saikia | History |
| 3. A. Chandany | Philosophy |
| 4. Star | |
| 5. Sunil Talukdar | Assamese |
| 6. Gargi Chakravarty | Botany |
| 7. Nilmit Bera | English |
| 8. Dhamesh Doley | Mathematics |
| 9. Utpal Das | Chemistry |
| 10. Nripenraji Choudhury | Zoology |
| 11. Manash Pratim Baruah | Political Science |
| 12. Inanendra Ujadhrey | Physics |
| 13. Dhruvrajoti Gogoi | Member, IQAC |
| 14. Ashim Ranjan Sarma | Member, IQAC & Deptt. of Education |
| 15. For H. Das Ashok Kr. Sarma | Geog. Dept. |
| 16. ANUS KALITA (Digital) | Coordinator, IQAC |

Agenda

- ① Review of the previous meeting's resolutions (and approval)
- ② Suggestions from the HoDs of various departments for quality enhancement of the college
- ③ Discussion on Pending AQAR submission



Today, on 09-11-2023, an IQAC meeting with the HoDs of various departments of the college was held at the College IQAC office. The chairperson of the IQAC and the Principal of the College Dr. Nabajyoti Das presided over the meeting. The chairperson welcomed all the HoDs and emphasized the roles and responsibilities of the HoDs in quality assurance and compliance with NAAC requirements.

After a thorough discussion following the agenda of the meeting, the following resolutions were adopted unanimously :-

- ① After necessary deliberations, the resolutions of the last IQAC meeting were reviewed and approved without any modifications.
- ② A centrally coordinated Induction Programme will be organized for all newly admitted students of next academic year to familiarize them with the college's academic environment, rules, facilities, support systems, University Exam. Rules, extracurricular services, activities, institutional values etc. This programme will be organised under the aegis of the College IQAC.
- ③ This resolution taken in today's meeting states that the Departments of Economics and Botany have assured to plan and



introduce two certificate courses, each with a minimum duration of 32 hours. These courses aim to enhance skill development and academic enrichments of students. The departments will work on designing the curriculum, finalizing experts in the concerned fields as resource persons, and ensuring smooth implementation as per institutional and accreditation requirements.

(4) It was resolved that criterion-wise convenorship would be assigned among the IQAC teacher members for the systematic completion and submission of the pending AQARs. Each designated member will be responsible for compiling, verifying and coordinating data related to their respective criterion to ensure the timely and accurate submission of reports as per NAAC Guidelines. The convenorships assigned to each criterion are as follows:—

(a) Curricular Aspects : Dr. Archana Mali

(b) Teaching - Learning and Evaluation : Ashim Ranjan Sarma

(c) Research, Innovation and Extension : Dr. Gargi Chakravarty

(d) Infrastructure and Learning Resources : Dhrubajyoti Gogoi

(e) Student support and progression : Debasish Sarma

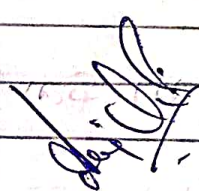
(f) Governance, Leadership and Management, Dr. Jnanendra Upadhyay

(g) Institutional Values and Best Practices, Ellora Choudhury

(5) All departments must mandatorily submit the required departmental data for the pending AQARs in the prescribed format by 20/12/2023.

The chairperson thanked all attendees in today's meeting for their inputs and urged them to expedite the pending AQAR submission data submission with priority as per the agreed timeline.

The meeting was adjourned with a commitment to meet the submission (AQAR) deadline.


Coordinator
IQAC
D.K. College, M




Principal
Dakshin Kamrup College
Mirza-781125

29-11-2023.



Meeting with the Administrative staff

Agenda: Discussion on Quality Assurance and Maintenance in Administrative and Support Services.

Members Present

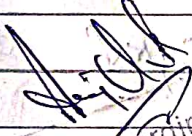
Designation

- | | |
|----------------------------------|------------------|
| 1. Fatima Meek | Asst. Head Asst. |
| 2. Hiren Kalita | L.D. Asstt. |
| 3. Orop Kie Das | U.D. Asstt. |
| 4. Barun Kanti | L.D.A. |
| 5. Barnali Bora | Jr. Asstt. |
| 6. Karshana Baishya | Jr. Asstt. |
| 7. Jitumoni Kalita | Jr. Asstt. |
| 8. Nayanmow Das | Jr. Asstt. |
| 9. Ramen Kalita | Lib. Asstt. |
| 10. Anny Uchik | IQAC Coordinator |
| 11. As. Nabajyoti Das | Principal |

After detailed discussions in the IQAC meeting with the Administrative/ Non-teaching staff of the college, held on 29-11-2023 at the Principal's Chamber of the college, the following resolutions were unanimously adopted :

- ① Steps will be taken to improve the administrative efficiency through the adoption of digital record-keeping and automation of routine tasks.
- ② Training Programmes will be conducted exclusively for the Non-teaching staff on office management to enhance their professional skills.

- ③ The Administrative/office staff will actively support the documentation and data collection process required for AQAR submission.
- ④ Designated staff members will be assigned specific responsibilities to assist the IQAC team in submission of the AQAR.
- ⑤ Periodic meetings will be held to discuss the college office improvements and ensure alignment with Institutional goals.


 Coordinator
 IQAC
 D.K. College, Mirza




 Principal
 Dakshin Kamrup College
 Mirza-781125

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Meeting with the Teachers' Members 23-03-2024



Members Present

1. Nabajyoti Das

2.

3. Shehana Mal

4. Ashim Ranjan Sarma

5. Ellora Chandhury

6. Gargi Chakravarty

7. Anuj Kelik - Coordinator

Agenda: 1. Discussion on the Extended Time-line for AQAR submission.

2. Plan for Careful Editing and Verification and final Submission of strategy.

3. Any other matter with the permission of the Chair.

After a thorough discussions on the Agenda of today's meeting (23-03-2024), the following resolutions were unanimously adopted:

① The IQAC will make full use of the extended deadline for^{the} pending AQAR submission to ensure more accuracy and completeness in the same.

② All departments must carefully review and edit their submitted AQARs data to eliminate discrepancies before final submission.

③ Departments must submit their revised and verified data by 15-04-2024 to allow sufficient time for final compilation by the IQAC.

④ The appointment of a secretarial assistant will be made on a priority basis, and the necessary administrative approval will be sought for the same.



⑤ The IQAC will formally request the College Governing Body to allocate a minimum annual grant fund to all departments of the College for implementing quality enhancement initiatives. The College G.B. will be requested to consider this as a

recurring annual allocation to strengthen continuous quality improvement efforts.

The meeting was formally adjourned by the chairperson with vote of thanks to all the attendees.

Coordinator
IQAC
College, Mirza

Principal
Dakshin Kamrup College
Mirza-781124