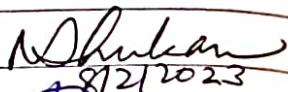
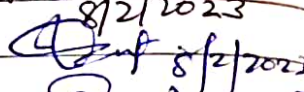
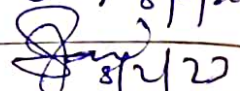












## Meeting of AQAR and SSR preparation committee

Objective of the Meeting: How to  
prepare AQAR & SSR for fourth-  
-cycle of NAAC assessment?

### Signatures of Members present:

- |                          |   |
|--------------------------|---|
| 1. Dr. Nibedita Phukan   | <br>8/2/2023   |
| 2. Dr. Uttal Suf         | <br>8/2/2023   |
| 3. Sudanjyoti Saikia     | <br>8/2/23     |
| 4. Dr. Malina Barumeteng | <br>8/2/2023  |
| 5. Anurban Singha        | <br>8/2/23   |
| 6. Bernali Nath Dewrah   | <br>8/2/2023 |
| 7. Dr. Gitanjali Bernal  | <br>8/2/23   |
| 8. Monika Bego           | <br>8/2/23   |
| 9. Anusha Saikia         | <br>8.2.23   |
| 10. Dr. Mitali Sonowal   | <br>8/2/23   |
| 11. Anita Sharma         | <br>8/2/23   |
| 12. Dr. R. B. Dasgupta   | <br>8/2/2023 |
| 13. Dr. Shikha P. Gali   | <br>8/2/23   |

# Meeting with AQAR and SSR Preparation Committee

Date: 08-2-2022

Venue: Principal Office  
MDKA College, Dibrugarh.

## Agenda of the meeting:

- ①. Introduction by IQAC Coordinators
- ②. Chair by the Principal Madam
- ③. Preparation of AQAR and SSR
- ④. Members opinion
- ⑤. Speech from the chair.
- ⑥. Vote of thanks

N. D. Khan  
8/2/2023



**IQAC meeting with the members of AQAR and SSR preparation committee**

**Date: 8<sup>th</sup> February, 2023**

**Venue: Room no.1 of arts block of MDKG College, Dibrugarh**

An IQAC meeting with the members of AQAR and SSR preparation committee is held on 8<sup>th</sup> February, 2023 in presence of the following members.

1. Dr. Nibedita Phukan, Principal & chairperson IQAC of MDKG College
2. Dr. Utpal Sut, IQAC Coordinator, MDKG College
3. Dr. Rizia Begum Laskar, Member
4. Dr. Malina Basumatary, Member
5. Dr. Anita Sharma, Member
6. Dr. Abilupta P. Gohain, Member
7. Dr. Mitali Sonowal, Member
8. Mr. Jadavjyoti Saikia, Member
9. Mrs. Bornali Nath Dowerah, Member
10. Mr. Anirban Singha, Member
11. Ms. Monika Gogoi, Member
12. Ms. Anwesha Saikia, Member
13. Dr. Gitanjali Baruah, Member

Dr. Utpal Sut, IQAC Coordinator extends his heartiest welcome to all the members present in the meeting & states the objective of the meeting. Dr. Sut states that the meeting is organised to discuss the matter how to prepare AQAR & SSR for fourth cycle of NAAC assessment of the college. He requests Dr. Nibedita Phukan, Principal of the college to chair the meeting. Dr. Phukan has chaired the meeting and requests Dr. Sut to proceed with the agenda.

**Item no (1): Preparation of AQAR & SSR:** IQAC Coordinator informs the members of the meeting that the IQAC has completed the 4<sup>th</sup> AQAR of the college and requests the members to initiate the preparation of 5<sup>th</sup> AQAR and SSR of the college to be submitted to NAAC. Members agree with IQAC Coordinator and assure to provide their best efforts to do the same.

**Item no (2): Members opinion:** All the Coordinators of QIF (Quality indicator framework) and members of the meeting are in the opinion that after the submission of 4<sup>th</sup> AQAR for the session 2021-22, they will give their best to preparation for 5<sup>th</sup> AQAR and SSR of the college for the 4<sup>th</sup> cycle of NAAC assessment and accreditation.

**Item No (3): Speech from the chair:** Dr. Nibedita Phukan, Principal and chairperson of IQAC presides over the meeting and put her views that IQAC coordinator should first submit the AQAR for the session 2021-22 to NAAC and afterwards the preparation for 5<sup>th</sup> AQAR and SSR of the college should be prepared with the fullest cooperation from the members of AQAR and SSR preparation committee.

**Resolution no.1:** Resolved that 5<sup>th</sup> AQAR be prepared prior to the preparation of SSR for the 4<sup>th</sup> Cycle of NAAC assessment of the college.

At last, Principal offers vote of thanks to all present in the meeting.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

**IQAC Meeting with Curricular Aspects Committee**

**Date: 24<sup>th</sup> May,2023**

**Time: 11 am**

**Agenda of the Meeting:**

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on participation of teachers in different curriculum development bodies
4. Discussion on inclusion of crosscutting issues in AQAR and SSR
5. Discussion on Feedback process
6. Opinion of Chairperson
7. Vote of thanks

*N. Dhukan*  
24/5/2023



**IQAC Meeting with Curricular Aspects Committee**

**Date: 24<sup>th</sup> May, 2023**

**Time: 11 am**

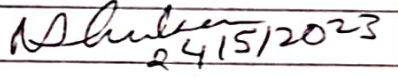
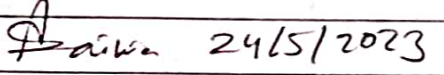
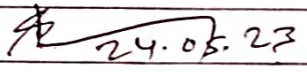
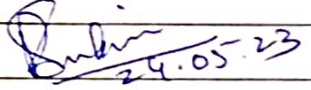
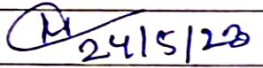
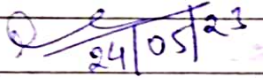
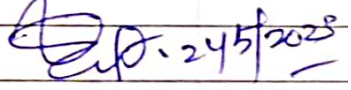
**Agenda of the Meeting:**

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on participation of teachers in different curriculum development bodies
4. Discussion on inclusion of crosscutting issues in AQAR and SSR
5. Discussion on Feedback process
6. Opinion of Chairperson
7. Vote of thanks

*M. Shukla*  
24/5/2023

## ISAC meeting with Curricular Aspects Committee:

Objective of the Meeting: To discuss about some of the pertinent issues related to different curriculum development bodies.  
Signatures of Members present:

1. Nibedita Phukan  24/5/2023
2. Dr Adity Sainik  24/5/2023
3. Dr. Shekhar Purkayastha.  24.05.23
4. Dr. Purima Hazarika Sainik  24.05.23
5. Manika Gogoi  24/5/23
6. Dr. Abhirup P. Gohi  24/05/23
7. Dr. Utpal Suf  24/5/2023



Minutes of the IQAC meeting with the Coordinator and members of Curricular Aspects Committee

Meeting Date: 24<sup>th</sup> May, 2023

Venue: Room No. (1) of Arts Block of MDKG College

Time: 11 am

An IQAC meeting is held on 24<sup>th</sup> May, 2023 at room no. (1) of arts block of MDKG College, Dibrugarh in presence of the following members.

1. Dr. Nibedita Phukan, Principal and Chairperson of IQAC.
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Abihupta P. Gohain, Coordinator of curricular aspects committee.
4. Dr. Purnima Saikia, Member of curricular aspects committee
5. Ms. Monika Gogoi, Member of curricular aspects committee.

**Objective of the meeting:** The objective of the meeting is to discuss some pertinent issues of criterion of curricular aspects of AQAR. Dr. Utpal Sut, IQAC Coordinator states the objective of the meeting.

**Chair the meeting:** IQAC Coordinator requests Dr. Nibedita Phukan, Principal of the college to chair the meeting. Accordingly, Principal Madam chaired the meeting and requests IQAC Coordinator to go with the agenda.

**Item No.(1): Participation of Teachers in different curricular development bodies:** IQAC Coordinator points out the issue of participation of teachers in different curriculum development bodies in the meeting. He requests the members to prepare a comprehensive list of teachers who are participating in different curriculum development bodies of affiliating University. The members agree with the IQAC Coordinator and assure to prepare a list of teachers participating in curriculum development bodies.

**Item No. (2): Inclusion of cross-cutting issues in AQAR and SSR:** IQAC Coordinator places the issue of inclusion of cross-cutting issues of AQAR and SSR of the college. In this regard, the IQAC coordinator request all the members of curricular aspects committee to go through the syllabus of twenty department of the college and critically analyse the issues. The members agree with the coordinator and assures to go through the syllabus of twenty departments of the college.

**Item No. (3): discussion on feedback process:** IQAC Coordinator places the issue of feedback process and states that feedback should be taken from parents, alumni and teachers of the college. He also requests the members to take feedback from the employer. The members agree with the coordinator and assure to initiate the process of taking feedback from the all the stakeholder as per NAAC mandate with solid discussion with the feedback committee of the college.

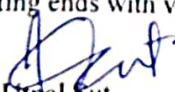
**Resolution no. (1):** Resolved that list of teachers participating in different curriculum development bodies be prepared by curricular aspects committee of the college.


**Resolution no (2):** Resolved that syllabus of all twenty department of the college be collected by the coordinator of curricular aspects committee.

**Resolution no (3):** Resolved that feedback be taken from Parents, Teachers, alumni & employer along with the student feedback.

Dr. Nibedita Phukan, chairperson of the meeting gives importance on cooperation of the coordinator and members of curricular aspects committee to successfully implement the resolution of the meeting.

The meeting ends with vote of thanks from the chair.

  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Maharshi Devi Kanol Gits College  
Dibrugarh



**Action taken report of IQAC meeting held on 24/05/2023 at 11 am**

As per the resolution no.1 of the IQAC meeting with the coordinator and members of curricular aspects committee held on 24<sup>th</sup> May, 2023, the responsibility of preparing list of teachers participating in different curriculum development bodies has been assigned to the coordinator of curriculum aspects committee of the college.

As per resolution no.2 of the IQAC meeting with the coordinator and the members of curricular aspects committee held on 24<sup>th</sup> May, 2023, the collection of syllabus of UG programmes of all twenty departments of the college has been assigned to Dr. Abhilupta Padmanathan Gohain, criterion coordinator of curricular aspects committee.

As per resolution no.3 of the IQAC meeting with the coordinator and members of the curricular aspects committee held on 24<sup>th</sup> May, 2023 Dr. Shekhar Chakraborty, coordinator of feedback committee has been informed to take necessary steps to collect the feedback from parents, teachers, alumni and employees along with the student feedback.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal  
Manohari Devi Kanoi Girls' College  
DIBRUGARH

## IQAC meeting with Teaching, Learning & Evaluation committee

Objectives: To discuss pertinent issues on Teaching, Learning & Evaluation.

Signatures of Member present:

1. Nibedita Plukan

N. Plukan  
24/5/2023

2. Manisha K. Jariang

Manisha K. Jariang  
24/5/2023

3. Babita Bera

B. Bera  
24/5/23

4. Malina Banumathy.

M. Banumathy  
24/5/23

5. Utpal Sengupta

U. Sengupta  
24/5/2023

### IQAC Meeting with Teaching, Learning and Evaluation Committee

Date: 24<sup>th</sup> May, 2023

Time: 12:30 pm

#### Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on record on teachers use of ICT
4. Discussion on programme outcome and course outcome
5. Discussion on preparation of Annual report of the examination result
6. Opinion of Chairperson
7. Vote of thanks

N. Plukan  
24/5/2023



**IQAC meeting with Coordinator and members of Teaching, Learning and Evaluation Committee**

Date: 24<sup>th</sup> May,  
Time: 12:30 pm

An IQAC meeting is held on 24<sup>th</sup> May, 2023 at 12:30 pm at room no. (1) of arts block of MDKG college in presence of the following members.

1. Dr. Nibedita Phukan, Principal & Chairperson IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Malina Basumatary, Coordinator of Teaching, learning & Evaluation committee.
4. Mrs. Bobita Bora, Member of Teaching, learning & Evaluation committee
5. Mrs. Manisha Rudra Tariang, Member of Teaching learning & Evaluation committee.
- 6.

**Objective of the meeting:** The objective of the meeting is to discuss about some pertinent issues regarding teaching, learning & evaluation. At the very outset, IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting. He requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to chair the meeting.

**Chair the Meeting:** Dr. Nibedita Phukan, Principal of the college chairs the meeting as per request of IQAC Coordinator and requests Dr. Sut to go with the agenda.

**Item no (1): Teachers use of ICTs:** IQAC coordinator informs the members that the college needs to record the classes taken by teachers of different departments using ICTs. He urges the members to make it sure that teachers use ICTs at their convenience in the class. He also states that there is the paucity of the ICT enable classroom in the college. Existing ICTs facilities may be used by the faculty members of different department in a routine basis. The members agree with the IQAC Coordinator.

**Item no(2): Programme outcome & course outcome:** IQAC coordinator states that programme outcome and course outcome of the different departments of the college should be specified and systematically arranged and should be uploaded in the college website. He requests Dr. Malina Basumatary to take necessary steps to do the same. Dr. Basumatary agrees with agrees with the IQAC Coordinator and assures to do the same with cooperation from her committee members.

**Item no (3): Preparation of an annual report of the examination result:** IQAC Coordinator informs that college should prepare the report on final examination result of 6<sup>th</sup> Semester students in a consolidated manner. He requests the members of the teaching, learning and Evaluation committee to take necessary arrangement for preparation of report on examination result in a recorded form. The members agree with the IQAC Coordinator.


**Resolution no (1):** Resolved that ICT based classes be taken in smart room of the college in a routine basis by the departments of the college.


**Resolution no (2):** Resolved that programme outcome and course outcome of different departments be prepared by the committee of teaching, learning and evaluation.

**Resolution no (3):** Resolved that annual report of examination result be prepared by the committee of teaching, learning and evaluation with solid discussion with the IQAC Coordinator.

**Opinion of the Chairperson:** Dr. Nibedita Phukan, Principal chairperson of the IQAC presides over the meeting and is in opinion that resolution taken in the meeting be followed in a more phased manner and it should be taken seriously.

The meeting ends with vote of thanks from the chair.

  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Manohari Devi Kanol Girls College  
Dibrugarh



**Action taken report of the IQAC meeting with coordinator and members of teaching, learning & evaluation held on 24<sup>th</sup> May at 12:30 PM**

As per resolution no.1 of the meeting, all the Heads of the department are informed to take ICT based classes in smart room of the college in routine basis.

As per resolution no.2 of the meeting, Dr. Malina Basumatary, criterion coordinator of teaching, learning and evaluation has been informed to prepare the programme outcome and course outcome of 20 departments of the college.

As per resolution no. 3 of the meeting, the criterion coordinator of teaching, learning and evaluation has been informed to prepare the annual report of examination result of the college in discussion with IQAC coordinator of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal**

**Manohar Devi Kanoi Girls' College  
DIBRUGARH**

IQAC meeting with Research, Innovation & Extension Committee

Objective: To discuss some pertinent issues related to research, innovation & extension.

Signatures of the members present:

1. Nibedita Phukan

Phukan  
24/5/2023

2. Utpal Saha

Saha  
24/5/2023

3. Shekhar Pradyumn

Pradyumn  
24.05.23

4. Rizvi B. Dastgir

Dastgir  
24/5/2023

5. Sheemona Bardoloi

Sheemona

6. Malina Basumatary

Basumatary  
24/5/2023

IQAC Meeting with Research, Innovation and Extension Committee

Date: 24<sup>th</sup> May, 2023

Time: 12:30 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on extension activities carried out in the neighborhood community
4. Discussion on UGC/ICSSR sponsored seminar
5. Discussion on collaboration
6. Opinion of Chairperson
7. Vote of thanks

Phukan  
24/5/2023



### IQAC meeting with the Coordinator and members of Research, Innovating & Extension Committee

Meeting Date: 24<sup>th</sup> May, 2023

Venue: office of the Principal

Time: 2:30 pm

An IQAC meeting with Research, Innovation and extension committee is held on 24<sup>th</sup> May, 2023 at the office of the Principal, MDKG College at 2:30 pm in presence of the following members

1. Dr. Nibedita Phukan, Principal & Chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Dr. Rizia Begum Laskar, Coordinator of Research, Innovation and extension committee.
4. Dr. Shekhar Purkayastha, member of Research, Innovation and extension committee
5. Dr. Malina Basumatary, Member of Research, Innovation and extension committee
6. Dr. Shreemoyee Bordoloi, Member of Rsearch, Innovation and extension committee

At the outset, IQAC Coordinator extends welcome to all the members and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some pertinent issues related to research, innovation and extension.

**Chair the Meeting:** IQAC Coordinator requests Dr. Nibedita Phukan Principal of the college to preside our meeting. Dr. Phukan presides over meeting and requests Dr. Sut to go with the agenda.

**Item No. (1): Discussion on extension activities carried out in the neighbourhood community:** IQAC Coordinator places the issue of extension activities of the college towards the neighbouring community and also in the adopted village of the college. He states that extension activities carried out by the college needs to be documented in chronological order. Dr. Rizia Begum Laskar agrees with the IQAC Coordinator and mentions that NSS volunteers of the college and departments can go hand in hand to do extension activities for greater benefits of the neighbouring community including adopted village of the college. Other members agree with Dr. Sut and Dr. R. B. Laskar.

**Item no (2): Discussion on UGC/ICSSR sponsored Seminar:** IQAC coordinator raises the issue of UFC/ICSSR sponsored seminar that may be conducted by the college. He requests Dr. R. B. Laskar, coordinator of Research, innovation and extension committee of the college to take lead for organising UGC/ICSSR sponsored seminar in the college.


**Item No (3): Discussion on collaboration:** IQAC Coordinator informs the members that collaboration with industries is indispensable for career development of the students. Both internship and apprenticeship are essential for the students of science stream of the college. IQAC coordinator urges the members of the research, innovation and extension committee to take proper initiative to do MoU with industries for the benefit of the students. The members agree with IQAC Coordinator.


**Resolution of the meeting:**

1. Resolved that extension programme conducted in adopted village of the college be recorded with geo-tagged photographs by the IQAC Coordinator.
2. Resolved that research committee be entrusted to organise ICSSR sponsored seminar in the college.
3. Resolved that research committee be given the responsibility to do MoU with industries.

**Opinion of Chairperson:** Dr. Nibedita Phukan, chairperson of the IQAC presides over the meeting and states that the members of Research, Innovation and Extension committee should come forward to final solution of research related issues. Dr. Phukan lays emphasis on the implementation of meetings resolution.

At last, the Principal proposes vote of thanks to all present in the meeting for their presence and cooperation.

  
 Dr. Utpal Sut  
 IQAC Coordinator  
 MDKG College, Dibrugarh  
 IQAC  
 MDKG College  
 Dibrugarh

  
 Dr. Nibedita Phukan  
 Principal and Chairperson of IQAC  
 MDKG College, Dibrugarh  
 Principal  
 Manohari Devi Kabori Girls' College  
 Dibrugarh



**Action report of IQAC meeting with the coordinator and members of Research, innovation and extension committee on 24<sup>th</sup> May at 2:30 pm**

As per resolution no.1 of the meeting, IQAC coordinator has been informed to record the extension programme conducted in adopted village of the college with geo tagged photographs.

As per resolution no.2 of the meeting Dr. Rizia Begum Laskar has been entrusted to organize ICSSR sponsored seminar in the college with her members of Research, extension and innovation committee.

As per resolution no.3 of the meeting the coordinators and members of research, innovation and extension committee have been assigned the responsibility to do MoU with industries.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal**  
Manohari Devi Kanoi Girls' College  
DIBRUGARH

IQAC meeting with  
the Committee of "Infrastructure  
and learning resources"

Objective of the meeting: To discuss  
about issues related to infrastructure  
and learning resources of the college.

Signatures of the members present:

1. Nibedita Panbar

N Panbar  
25/5/2023

2. Anurban Singh

A Singh  
25/5/23

3. Sant 25/5/23

4. Utpal Sen

U Sen  
25/5/2023

IQAC Meeting with Infrastructure and Learning Resources Committee

Date: 25<sup>th</sup> May, 2023

Time: 11 am

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on comprehensive survey of infrastructure and physical facilities of the College
4. Discussion on automation of Library
5. Discussion on preparation of annual budget of the College
6. Opinion of Criterion Coordinator
7. Opinion of Chairperson
8. Vote of thanks

N Panbar  
25/5/2023



**IQAC meeting with the Coordinators and members of Infrastructure and learning resources**

**Meeting Date: 25<sup>th</sup> May, 2023**

**Venue: office of the Principal**

**Time: 11 am**

An IQAC meeting is held on 25<sup>th</sup> May, 2023 at room No.(1) of arts block of the college in presence of the college on presence of the following members.

1. Dr. Nibedita Phukan, Principal & Chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mr. Jadavjyoti Saikia, librarian and Coordinator of Infrastructure & learning resources committee
4. Mr. Anirban Singha, Member of Infrastructure and learning resources committee

IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss about issues related to infrastructure and learning resources of the college.

**Chair the Meeting:** IQAC Coordinator requests Dr. Nibedita Phukan, Principal and Chairperson of IQAC to preside over the meeting. Dr. Phukan accepts the requests and presides over the meeting and requests Dr. Sut to go with the agenda.

**Item No. (1) Comprehensive survey of infrastructure and physical facilities of the college:** IQAC coordinator informs the members that there is an immense need of data of infrastructure and physical facilities available in the college (in both arts and science campuses). For this he feels the need of comprehensive survey of infrastructure and physical facilities of the college. The IQAC coordinator also states that survey may be conducted on the leadership of coordinator of infrastructure and learning resources committee of the college. All the members agree with the IQAC Coordinator.

**Item No. (2): Discussion on automation of library:** discussion on automation of library: IQAC coordinator places the issue of automation of library of the college. In this regard librarian of the college is requested to do the needful. The Coordinator of infrastructure and learning resources assures to make proper arrangement for the same.

**Item No. (3): Preparation of annual budget of the college:** IQAC Coordinator brings notice to the members that college needs annual budget of expenses in different items in a yearly basis. He requests the members of infrastructure and learning resources to prepare the draft of annual budget of the college for smooth running of different activities in the college and also for financial feasible decision of the college. The members agree with the IQAC coordinator.

**Opinion of criterion Coordinator:** Mr. Jadavjyoti Saikia, coordinator of Infrastructure and learning resources agree with IQAC coordinator in regard to the matters discussed in the meeting and assures



to do the same for the greater interest of the college with full cooperation from all the members of his team in coming days.

**Opinion of Chairperson:** Dr. Elbedita Phukan, Principal and chairperson of IQAC states that matters discussed in the meeting are important for building up proper infrastructure of the college. She assures that authority is always ready to extend cooperation for the betterment of the college.

**Resolution no (1):** Resolved that survey of infrastructure and learning resources of the college be conducted with the leadership of criteria coordinator of infrastructure and learning resources committee of the college.

**Resolution no (2):** Resolved that automation of library be done with the leadership of librarian of the college.

**Resolution no (3):** Resolved that draft of annual budget of the college be prepared by the office of the authority of the college.

Principal proposes vote of thanks to all the members present in the meeting.



Dr. Utpal Bar  
IQAC Coordinator  
MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College,  
Dibrugarh




Dr. Elbedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Manohar Devi Kanak Girls' College,  
Dibrugarh

**Action taken report on the IQAC meeting with committee of Infrastructure and Learning resources held on 25<sup>th</sup> May, 2023 at 11 am**

As per resolution no.1 of the meeting, Mr. Jadavjyoti Saikia, criterion coordinator of infrastructure and learning resources has been assigned the duty of conducting survey of infrastructure and learning resources of the college.

As per resolution no.2 of the meeting Mr. Jadavjyoti Saikia, Librarian has given the responsibility of automation of the central library of the college.

As per resolution no.3 of the meeting the responsibility of preparation of draft of annual budget of the college has been authorized to the general branch office of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
, IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal**

**Manohari Devi Kanol Girls' College  
DIBRUGARH**



IQAC meeting with the  
Committee of Student Support and  
Progression.

Objective of the meeting: To discuss  
some issues regarding student  
Support & progression.

Signatures of members present;

1. Nibedita Phukan 25/5/2023
2. Uthpal Sut 25/5/2023
3. Monika Gogoi 25/5/23
4. Dr. Mitali Senowal 25/5/23
5. Sorsithi Goser 25/5/23
6. Purnyansu Buet 25/5/23
7. Nayan Jyoti Sarma. 25/5/2023

**IQAC Meeting with Student Support and Progression**

**Date: 25<sup>th</sup> May, 2023**

**Time: 12:30 pm**

**Agenda of the Meeting:**

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on record of students scholarships and freeships
4. Discussion on progression and placements of outgoing students
5. Discussion on students participation in different activities
6. Opinion of Criterion Coordinator
7. Opinion of Chairperson
8. Vote of thanks

*N. Dhawan*  
25/5/2023



**IQAC meeting with the Coordinator and members of student support and progression committee**

**Date : 25<sup>th</sup> May, 2023**

**Time: 12: 30 pm**

**Venue: Room no (1) of arts block MDKG college**

An IQAC meeting with the coordinator and members of student support and progression committee is held on 25<sup>th</sup> May, 2023 at room no (1) of arts block of the college in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal Sut, IQAC Coordinator
3. Mrs. Sangita Gogoi, Coordinator of student support and progression committee.
4. Ms. Monika Gogoi, Members of student support and progression committee
5. Dr. Mitali Sonowal, Member of Student support and progression committee
6. Dr. Punyaprova Baruah, Member of student support and progression committee.
7. Mr. Nayanjyoti Sarmah, Member student support and progression committee

At the very outset IQAC Coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some issues regarding student support and progression of the college.

**Chair the Meeting:** IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the requests and chairs the meeting. Dr. Phukan requests Dr. Sut to go with the agenda.

**Item No (1): Record of students scholarships & free ships:** IQAC Coordinator places the issue of recording the students data regarding their scholarship and free ships & he says that these record should be clearly maintained by the committee of student support and progression and IQAC. IQAC coordinator also states that these data should be maintained in year wise with supporting documents. IQAC Coordinator requests Ms. Sangita Gogoi, Coordinator of student support and progression to do the needful in this regard. Ms. Gogoi agrees with the IQAC Coordinator and assures to maintain the same as suggested by the IQAC coordinator.

**Item No (2): Discussion on progression & placement of outgoing students:** IQAC Coordinator informs the member that the passed out students of MDKG College are well placed in different jobs in states, national and international level. He also says that there is the progression of passed out students of MDKG College to higher educational institution of the country and record of such data should be extracted through whatsapp, facebook, mail etc. IQAC Coordinator requests the coordinator and all the members of students support and progression committee to make a linkage with our passed out students with the help of alumni association of the college. All the members of the meeting agree with IQAC Coordinator.

**Item No (3) Participation of students in different activities:** IQAC Coordinator gives a thrust on participation of student in different activities of the college and outside college. He says that data of

participation of student in different activities can be extracted from different departments of the college and the record of students' union body. He requests all the members to make a proper record of such activities. All the members agree with IQAC Coordinator.

**Opinion of Criterion Coordinator:** Mrs. Sangita Gogoi, criterion Coordinator of student support and progression states that she has already made an effort to keep the record with the help of her team members and she says that though it is tough to collect such information but effort is being made to keep record of students free ships, scholarships, progression and placement of students and participation of students in different activities inside and outside of the college.


**Opinion of chairperson:** Dr. Nibedita Phukan, Principal & chairperson of IQAC is of the opinion that matters as discussed are serious and it should be focused in a systematic way. She informs all the member of the meeting that collective effort will work to keep the record in a systematic way.

**Resolution No (1):** Resolved that record of students scholarship and free ships be maintained systematically by the committee of student support & progression.

**Resolution No (2):** Resolved that data of students' progression and placements be collected from the Head of the departments of the college by the Coordinator of student support & progression committee.

**Resolution No (3):** Resolved that record of students' participation in different activities be extracted from the Head of the department of the college.

At last, IQAC coordinator proposes vote of thanks to all present in the meeting.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh

Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

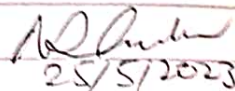
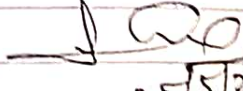
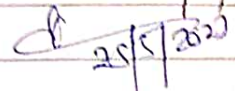
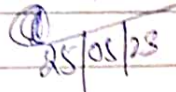
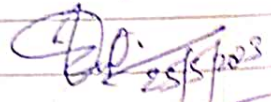


IQAC meeting with the  
Committee of Governance, Leadership  
and Management.

Comin Reg  
Date 25/5/2023

Objective of the meeting: To discuss  
some issues related to  
governance, and leadership and  
management.

Signatures of members present:

1. Nibedita Phukan  25/5/2023
2. Anishsha Dutta  25/5/2023
3. Ruppali Das  25/5/2023
4. Sukanya Baruah Chaliha  25/05/23
5. Ujjwal Sut  25/5/2023

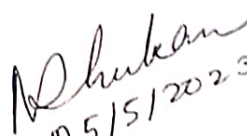
IQAC Meeting with Governance, Leadership and Management

Date: 25<sup>th</sup> May, 2023

Time: 2 pm

Agenda of the Meeting:

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on policy documents on Governance, Leadership and Management
4. Discussion on institutional strategic plan and areas of e-governance
5. Opinion of Criterion Coordinator
6. Opinion of Chairperson
7. Vote of thanks

  
25/5/2023

**IQAC meeting with the Coordinator and members of Committee of Governance, leadership and Management**

**Date: 25<sup>th</sup> May, 2023**

**Time: 2pm**

An IQAC meeting is held on 25<sup>th</sup> May, 2023 with the committee of Governance, leadership and management in presence of the following members.

1. Dr. Nibedita Phukan, Principal and chairperson of IQAC
2. Dr. Utpal sut, Coordinator of IQAC
3. Mrs. Rupjyoti Das, Coordinator of Governance, leadership and Management committee.
4. Mr. Aniruddha Dutta, Member of Governance, leadership and Management committee.
5. Dr. Sukanya Baruah Chaliha, Member of Governance, leadership and Management committee.

At first, IQAC Coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some issues related governance, leadership and management of the college.

**Chair the meeting:** IQAC Coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan accepts the request and chairs the meeting and she requests Dr. Sut to go with the agenda.

**Item No (1): Discussion on policy documents on governance, leadership and Management:** IQAC Coordinator places the issue of policy documents on governance, leadership and Management in the meeting and he says that policy documents are indispensable part of each and every qualitative and quantitative metric of the criterion of governance, leadership and Management and it acts as supporting stand for reply of the metric. All the members pay heed to the issue. Mr. Aniruddha Dutta says that policy document are crucial aspects of governance, leadership and management activities of the college and it should be properly prepared and implemented. Mr. Dutta is agree with IQAC Coordinator and requests coordinator to be comply with the policy documents to proceed with the criterion activities.

**Item no (2): Discussion on institutional strategy plan and areas of e-governance:** IQAC coordinator informs the member that institutional strategic plan be renewed as per implementation in time duration and college should focus on areas of e-governance. The member discuss the issue and assure to review the institutional strategic plan and prepare a report on it. The member also assure to well document the areas of e-governance of the college.

**Item No (3): Opinion of criterion Coordinator:** Mrs. Rupjyoti Das, criterion coordinator of Governance, leadership and Management is of the opinion that she will discuss the issues of the meeting with her team members and assures IQAC coordinator to extend full cooperation in this regard for greater development of the college.

**Item No (4): Opinion of Chairperson:** Dr. Nibedita Phukan, Principal and Chairperson of IQAC presides over the meeting. Dr. Phukan critically discusses all the items discussed in the meeting and opines that coordinator and members of the committee of governance, leadership and Management should give well focus on the issues. Dr. Phukan also speaks on the representation of the issues as per NAAC mandate.



**Resolution no(1):** Resolved that policy documents be reviewed under the guidance of criterion coordinator and members of governance, leadership and management committee.

**Vote of Thanks:** Principal proposes vote of thanks to all the members present in the meeting for their valuable opinions and kind presence in the meeting.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh

Principal  
Manohar Devi Kanol Girls' College  
Dibrugarh

**Action taken report of IQAC meeting with the coordinator and members of student support & progression held on 25<sup>th</sup> May, 2023 at 12:30 pm**

As per resolution no.1 of the meeting, Ms. Sangita Gogoi, coordinator of student support and progression has been informed to keep the record of student's scholarship and free ships in systematic manner.

As per resolution no.2 of the meeting, the criterion coordinator of student support and progression has been informed to collect the data of student's progression and placements from the Heads of the department of the college.

As per resolution no.3 of the meeting, all the HODs are requested to keep the record of student's participation in different activities of their respective departments.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal  
Manohari Devi Kanoi Girls' College  
DIBRUGARH



**IQAC Meeting with Institutional Values and Best Practices**

**Date: 27<sup>th</sup> May, 2023**

**Time: 11 am**

**Agenda of the Meeting:**

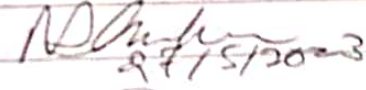
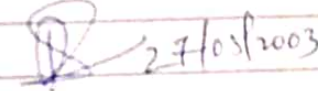
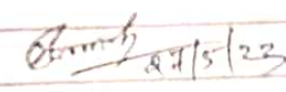
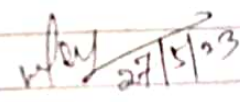
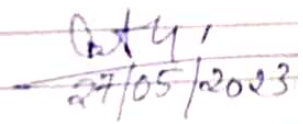
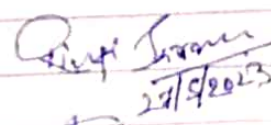
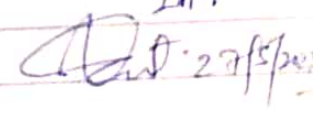
1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on Best practices of the College
4. Discussion on Geo-tagging of Infrastructure and resources of the college
5. Opinion of Criterion Coordinator
6. Opinion of Chairperson
7. Vote of thanks

*N. Shubam*  
27/5/2023

IOAC meeting with Institutional values & Best Practices "27/5/2023"

Objective of the meeting: "To discuss some issues regarding institutional values and best practices."

Signatures of members present:

1. Nibedita Phukan  27/5/2023
2. Pranita Hegde Sankar  27/05/2023
3. Dipankar Sarmah  27/5/23
4. Ashwini Dasgupta  27/5/23
5. Malina Basumatary  27/05/2023
6. Rimpi Sarmah  27/5/2023
7. Utpal Saha  27/5/2023



**IQAC meeting with the Coordinator and members of institutional Values and Best practices criterion**

**Date: 27-05-2023**

**Time: 2 pm**

**Venue: Room (1) of Arts block of MDKG College**

An IQAC meeting is convened on 27<sup>th</sup> May, 2023 at room no(1) of Arts block of the college at 2pm with the members of institutional values and Best practices committee of the college. Dr. Utpal Sut, IQAC coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some pertinent issues related to institutional values and best practices.

**Chair the meeting:** Dr. Nibedita Phukan, Principal and Chairperson of IQAC presides over the meeting and requests IQAC coordinator to proceed with the agenda of the meeting.

**Issue of Best practices:** IQAC coordinator raises the issue of best practices of the college before the members of the meeting and he mentions that there is a lot to do in this regard. He also informs that best practices of the college i.e. extension activities and cleanliness activities of the college have to be properly recorded with success of evidences of the activities which is again to be uploaded in the college website. IQAC Coordinator also asserts that the committee of institutional values and best practices can play a significant role in this regard. All the members agree with IQAC Coordinator.

**Issue of institutional distinctiveness:** IQAC Coordinator informs that institutional distinctiveness has a matter of pride for the college. The college has tradition of excellent students results in the under graduate final examination under Dibrugarh University has been showcasing the legacy of the college as one of the leading academic institution for women in entire north eastern region. IQAC coordinator put stress on keeping consistency in maintaining this legacy as institutional distinctiveness. The coordinator also mentions that other areas of e-governance and ERP may be the component of institutional distinctiveness which has to be focused on and the college has to search the areas of institutional distinctiveness. In this regard, the committee members of institutional values and best practices may play a vital role. Every member appreciate Dr. Sut for this views and assure to make effort for maintaining the legacy of the college by maintaining institutional distinctiveness.

**Opinion of chairperson:** The chairperson of the meeting suggests that cleanliness and extension activities of the college have role as best practices of the college. The NSS unit and every department of the college can make a comprehensive effort to realise the implementation of best practices of the college. The chairperson also put stress on cooperation of members of institutional values and best practices to achieve evidence of success of best practices of the college.

**Resolution of the meeting:**

**Resolution (1):** Resolved that evidence of success of best practices of the college be determined under the very effort of members of institutional values and best practices criterion of the college.

The Principal thanks all the members present in the meeting for their kind presence and cooperation.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator.  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh

Principal  
MDKG College, Dibrugarh

**Action taken report of IQAC meeting with the coordinator and members of  
committee of Governance, Leadership and Management held on 25<sup>th</sup>  
May, 2023 at 2 pm**

As per resolution no.1 of the IQAC meeting with the coordinator and members of committee of Governance, Leadership and Management, the coordinator and her team has assigned the responsibility of review the policy documents required in their respective criterion.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal

Manohari Devi Kanchi Girls' College  
DIBRUGARH



Action taken report of the IQAC meeting with the coordinator and members of criterion of institutional values and best practices held on 27<sup>th</sup> May, 2023 at 2 pm

As per resolution no.1 of the IQAC meeting with the coordinator and members of criterion of institutional values and best practices held on 27<sup>th</sup> May, 2023, the coordinator and members of the criterion of institutional values and best practices have been assigned the responsibility of determination of evidence of success of best practices of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

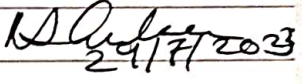
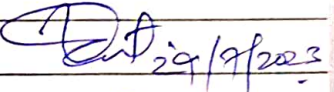
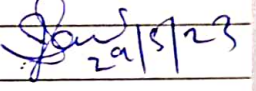
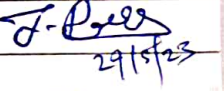
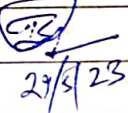
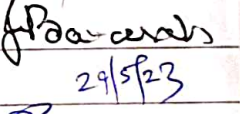

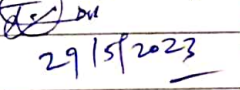
Principal  
Manohari Devi Kanol Girls' College  
DIBRUGARH

IQAC meeting with Non-teaching  
staff of the college

Camlin Page  
Date 29/5/2023

Objective of the meeting: To discuss  
about matters related to  
office administration.

Signatures of Members present:

1. Nibedita Phukan  29/5/2023
2. Utpal Saha  29/5/2023
3. Jalayoti Saitia  29/5/23
4. Sagnarayan Boudah  29/5/23
5. Bishujoy  29/5/23
6. Jonali Boudah  29/5/23
7. Lurosit Bhattacharjee  29/5/23
8. Tuhin Datta  29/5/2023


**IQAC Meeting with Non-teaching staff of the College**

**Date: 29<sup>th</sup> May,2023**

**Time: 11 am**

**Agenda of the Meeting:**

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on maintenance of office files
4. Discussion on compliance of professional ethics
5. Opinion of Senior Assistant of the office
6. Opinion of Chairperson
7. Vote of thanks

*R. Shukla*  
29/5/2023  




## **IQAC meeting with Non-Teaching Staff of the college**

**Date: 29<sup>th</sup> May, 2023**

**Time: 11 AM**

An IQAC meeting with the members of non-teaching staff of the college at room no.1 of the arts block of the college is held on 29<sup>th</sup> May, 2023 at room no.1 of arts block of the college. At the beginning Dr. Utpal Sut, IQAC coordinator extends welcome to all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss about matters related to office administration.

**Chair the meeting:** IQAC coordinator requests Dr. Nibedita Phukan, Principal of the college to chair the meeting. Dr. Phukan has chaired the meeting and requests IQAC coordinator to go with the agenda of the meeting.

### **Discussion on maintenance of office files:**

IQAC coordinator brings notice to the members about the proper maintenance of office file for proper searching of information without delay. Coordinator also gives stress on computerized coding of files and maintenance of files in digital form. All the members agree with the coordinator and assure that the office has already taken initiative to do the same.

### **Discussion on compliance of professional ethics:**

IQAC coordinator places the issue of professional ethics in office administration specially the non-teaching staff of the college. Coordinator puts emphasis on imbibe the ethics in profession for better functioning of activities in the college office which may lead to progress in the office administration. Coordinator also appraises the non-teaching staff of the college for their sincere and honest approach of working. All the members agree with the coordinator.

### **Opinion of senior assistant of the college:**

Mr. Tulshi Dutta, senior office staff says that official activities are being performed in a systematic way. He also opines that approaches are needed to develop the office administration with cooperation from all ends.

### **Opinion of Chairperson:**

Dr. Nibedita Phukan, Principal and chairperson of IQAC acts has chaired the meeting and she opines that holistic approach is needed to progress the office administration and in this

regard, the office staff of the college can play a vital role. Imbibing the quality of professional ethics is highly volatile in smart progress in office administration. Both manual and computerized file should be maintained for easy searching of college information. Dr. Phukan expects the cordial cooperation of non-teaching of the college to smooth conduct of college administration.

**Resolution of the meeting:**

**Resolution no.1:** Resolved that both manual and computerized files be maintained by the office staff of the college.

**Vote of thanks:**

At last, IQAC coordinator proposes vote of thanks to all the present in the meeting.



Dr. Utpal Sut

**IQAC Coordinator**

**MDKG College, Dibrugarh**

**Co-ordinator  
IQAC  
MDKG College  
Dibrugarh**



Dr. Nibedita Phukan

**Principal & Chairperson of IQAC**

**MDKG College, Dibrugarh**

**Principal  
Manohari Devi Kanoi Girls' College  
DIBRUGARH**

IQAC meeting with

Camlin Page

Date 29.5.2023.

Secretary of Alumni Association,  
PO of NSS and CTO of NCC of MDRK  
College, Dibrugarh.

Objective of the meeting: To discuss  
some pertinent issues of alumni  
association, NSS and NCC activities of the  
college.

Signatures of  
Members of the meeting:

1. Nibedita Phukan

*Nibedita Phukan*  
29/5/2023

2. Utpal Sut

*Utpal Sut*  
29/5/2023

3. Indrani Sen Gupta

*Indrani Sen Gupta*  
29/5/23

4. Dr. Mitali Bora

*Dr. Mitali Bora*  
29/5/23

5. Monika Gogoi

*Monika Gogoi*  
29/5/23





**IQAC meeting with Secretary of Alumni Association, Program Officer of NSS and Care taker officer of NCC**

**Date: 29<sup>th</sup> May, 2023**

**Venue: Room no.1.of arts block of MDKG College**

**Time: 12: 30pm**

An IQAC meeting is convened on 29<sup>th</sup> May, 2023 at room no (1) of arts block of the college at 12:30pm. At the very outset, Dr. Utpal Sut, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some issues related to alumni association, NSS unit and NCC unit of the college.

**Chair the meeting:** Dr. Nibedita Phukan, Principal and chairperson of IQAC presides over the meeting and requests IQAC coordinator to proceed with the agenda.

**Item no(1): Year wise record of activities of Alumni Association , NSS and NCC:** IQAC coordinator places the issue of year wise record of activities of Alumni Association, NSS unit and NCC unit of the college and he says that recording of these activities in year to year basis display the trend of those activities and these pave the way for comparative analysis of the activities with geo-tagged photos. The members agree with the IQAC coordinator and assure to do the activities as suggested by IQAC Coordinator.

**Item no (2): Future plan of action:** IQAC Coordinator requests the secretary of Alumni Association, program officer of NSS and CTO of NCC to figure out the future plan of action of their respective units and submit it in detail to the office of the IQAC through e-mail. All the members agree with IQAC coordinator and assure to prepare the future plan of action and shall submit to IQAC officer through mail.

**Item no (3): Opinion of secretary of Alumni Association, PO of NSS and CTO of NCC.** Dr. Indrani Sengupta, Secretary of Alumni Association of the college is in the opinion that she will prepare the plan of action of alumni association for the coming session and shall submit to IQAC. Dr. Mitali Sonowal, program officer of NSS says that she will also prepare the future plan of NSS unit of the college and shall submit to IQAC of the college and Ms. Monika Gogoi, CTO of NCC of the college is in the same opinion regarding preparing the future plan of NCC unit of the college.

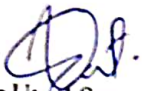
**Opinion of Chairperson:** Dr. Nibedita Phukan, Principal & chairperson of IQAC presides over the meeting and suggests that secretary of Alumni Association, Program officer of NSS and CTO of NCC should take proper steps for recording of activities of their respective units in a systematic manner which may help IQAC coordinator to document the data. Dr. Phukan also says that future plan of action of each unit is very essential for the decision making process of the authority and to implement the same.


**Resolution of the meeting:**

**Resolution no (1):** Resolved that year wise record of activities of alumni association, NSS and NCC be done under the guidance of respective heads of alumni association, NSS and NCC unit of the college.

**Resolution no (2):** Resolved that future plan of action of alumni association, NSS and NCC unit of the college be prepared by the secretary of alumni association, program officer of NSS and CTO of NCC of the college.

IQAC Coordinator thanks to all the members present in the meeting.

  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh

Action taken report of the IQAC meeting with the members of Non-Teaching staff of the college held on 29<sup>th</sup> May, 2023 at 11 am

As per resolution no.1 of the IQAC meeting with the members of non-teaching staff of the college held on 29<sup>th</sup> May, 2023 at 11 am, senior assistant of the office is notified by the authority to take proper arrangement for maintenance of manual and computerized files in office of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal**

**Manohari Devi Kanoi Girls' College  
DIBRUGARH**



IQAC meeting with Psychological  
Counseling Cell of the  
College, (MDKG College, Dibrugarh)

Objective of the meeting:

"To discuss about the functioning of Psychological Counseling Cell of the College."

Signatures of members present:

1. Nibedita Phukan

*Nibedita Phukan*  
29/5/2023

2. Utpal Sut

*Utpal Sut*  
29/5/2023

3. Mandira Barthelemy Sarbia

*Mandira Barthelemy Sarbia*  
29/5/23

4. Rupali Mishra

*Rupali Mishra*  
29/5/23

5. Sonayeta Saitia

*Sonayeta Saitia*  
29/05/23

6. Malina Basumatary

*Malina Basumatary*  
29/05/2023

**IQAC meeting with Coordinators and members of Psychological Counseling Cell of the college**

**Venue: Room no.1 of Arts block of MDKG College**

**Date: 29<sup>th</sup> May, 2023**

**Time :1 pm**

**Agenda of the meeting:**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Principal Madam
3. Discussion on activities of psychological counseling cell of the college
4. Opinion of the chairperson
5. Vote of thanks

**IQAC meeting with Coordinator and members of Psychological Counselling Cell of the College**

**Venue: Room no.1 of arts block of MDKG College**

**Time: 1 pm**

An IQAC meeting is held on 29<sup>th</sup> May, 2023 at room no. (1) of arts block of the college at 1 pm with the members of Psychological counselling cell of the college. At the very outset, Dr. Utpal Sut, IQAC coordinator of the college welcomes all the members to the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss about the different functions of Psychological counselling of the college.

**Chair the meeting:** Dr. Nibedita Phukan, Principal and Chairperson of IQAC of the college presides over the meeting and requests IQAC coordinator to tell about the issue of the meeting as per agenda.

**Discussion on activities of Psychological counselling cell of the college:** Dr. Utpal Sut describes the areas of functioning of Psychological counselling cell of the meeting and says that the cell can play a vital role in organising different psychological counselling programmes at the college for greater benefits of the students. Dr. Sut also gives stress on the fact that the coordinator and members of the cell should conduct among themselves and suggest some measures to solve the psychological problems faced by students of different departments of the college and Coordinator may ask the HoDs to make a list of such students and give the list to the Psychological counselling cell for counselling the students who face the psychological challenges inside or outside their homes. All the members appreciate Dr. Sut and assure to do in coming days.


**Opinion of Chairperson:** Dr. Phukan as a chairperson of the meeting is in the opinion that psychological counselling can be source of inspiration for the students and says that all the members of the cell may involve in psychological mentoring of students of the college.

Principal offers vote of thanks to all present in the meeting.

**Resolution of the Meeting:**

1. Resolved that psychological awareness programme be organised by the Psychological counselling cell of the college to sensitize the mental strength of the student.

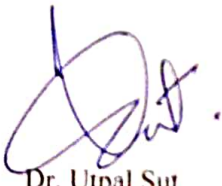
  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

**Action taken report of IQAC meeting with secretary of Alumni Association of MDKG College, Program officer of NSS and CTO of NCC of the college held on 29<sup>th</sup> May at 12:30 pm**

**As per resolution no.1** of the meeting, the responsibility of year wise recording of activities of alumni association, NSS and NCC have been assigned to the secretary of alumni association, program officer of NSS and CTO of NCC of the college.

**As per resolution no.2** of the meeting, the secretary of alumni association, program officer of NSS and CTO of NCC have been assigned the duty of prepare the future plan of action of their respective association/unit.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal

Manohari Devi Kanoi Girls' College  
DIBRUGARH



**IQAC meeting with Hostel committee of MDKG College**

**Date : 31<sup>st</sup> may, 2023**

**Room No- 1 of Arts block**

**Time : 11 a.m.**

Agenda of the meeting

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on different facilities in College Hostel
4. Solutions of problems arises in college hostel (version of  
Hostel in Charge) *Hostel Superintendent - Dr. Panyapal*
5. SOP of College Hostel *Sanjay to*
6. Opinion of Chairperson *be appointed as assist*
7. Vote of thanks *Superintendent*

*Dr. Panyapal*  
31/5/2023

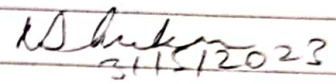
ISAC meeting with  
Hostel committee of  
MDKA College, Dibrugarh

Comlin Page  
Date 31/05/2023

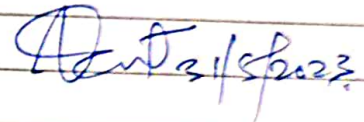
Objective of the meeting: To discuss  
about some pertinent issues  
of college hostel.

Signatures of Members present:

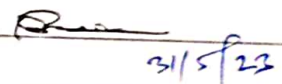
1. Nibedita Phukan

  
31/5/2023

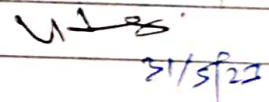
2. Utpal Sut

  
31/5/2023

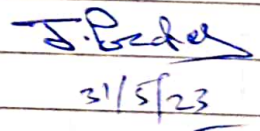
3. Bidyut Boruah

  
31/5/23

4. Uday Krishna Yadav

  
31/5/23

5. Jagmohan Prasad.

  
31/5/23

## **IQAC meeting with members of Hostel committee of MDKG College, Dibrugarh on 31<sup>st</sup> May, 2023 at 11am**

An IQAC meeting with members of hostel committee is convened on 31<sup>st</sup> May, 2023 at room no. 1 of Arts block of the college. At the very outset IQAC coordinator extends welcome to all the members present in the meeting and states the objective of the meeting.

**Objectives of the meeting:** the objective of the meeting is to discuss some pertinent issues of college hostel.

**Chair the meeting:** IQAC coordinator requests Dr. Nilbedita Phukan, Principal and chairperson of IQAC to preside over the meeting and request IQAC coordinator to proceed with agenda of the meeting.

### **Item no.1: different facilities in college hostel:**

IQAC coordinator informs that facilities available in the college hostel may provide the basic necessities to the students who come from long way from their homes to study in MDKG College. Coordinator mentions that the hostel seat capacity is not adequate to fulfill the needs of the students although facilities are available for the limited students. IQAC coordinator requests all the members of the meeting to pay heed to such problems. All the members agree with IQAC coordinator.

### **Item no.2: Hostel problem:**

IQAC coordinator requests to the hostel superintendent to take urgent solutions to the problems if arises. Coordinator also requests all the members to be rigid in entry and exit time of hostellers. All agree with the IQAC coordinator.

### **Item no.3: SOP of the hostel:**

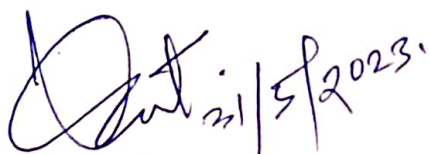
IQAC coordinator puts emphasis on the strict compliance of standard operating procedure of the college hostel and it should be followed by the hostellers. Coordinator requests all the members of the hostel committee to take care of this issue. Hostel superintendent inform that SOP is followed in the hostel in sincere manner and hostel authority has the adherence to it.

**Opinion of the Chairperson:** Dr. Nilbedita Phukan, Principal and chairperson of IQAC chairs the meeting and is in the opinion that students' priority is the principal element in hostel accommodation. Dr. Phukan says that security and safety of the hostellers are the focal strength of any hostel, since the hostel is only meant for girls students, hence proper care needs to maintain it. Dr. Phukan wishes to appoint Dr. Punyaprabha Baruah as an assistant superintendent of the hostel for better performance of duty of hostel committee.



**Resolution no.1:** Resolved that Dr. Punyaprabha Baruah be appointed as Assistant Superintendent of MDKG College hostel.

**Vote of thanks:** At last, IQAC coordinator proposes the vote of thanks to all members present in the meeting.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal  
Manohari Devi Kanol Girls' College  
DIBRUGARH

IQAC meeting with Canteen committee of MDKG College

Date : 31<sup>st</sup> may, 2023

Room No- 1 of Arts block

Time : 12:30 p.m.

Agenda of the meeting

1. Introduction by IQAC Coordinator.
2. Chair the Meeting by the respected Principal Madam.
3. Discussion on Canteen facilities.
4. Discussion of the rules and regulations of the College  
Canteen
5. Futures plan of the action of canteen committee.
6. Opinion of canteen ~~in charge~~. *coordinator*
7. Opinion of Chairperson.
8. Vote of thanks.

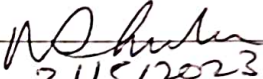
*Phukan*  
31/5/2023

IQAC meeting with Canteen  
Committee of MDK College, Dibrugarh.

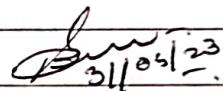
Objective of the meeting: To discuss  
some issues related to canteen  
facilities of the college.

Signatures of members present:

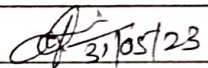
1. Nibedita Chutian

  
31/5/2023

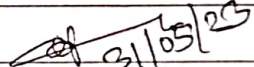
2. Shentomata Bharati

  
31/05/23

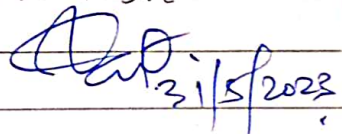
3. Dr. Uma Devi

  
31/05/23

4. Dr. Anila Sharma

  
31/05/23

5. Dr. Ujjal Sut

  
31/5/2023



**IQAC meeting with the members of Canteen committee of MDKG College**

**Date: 31<sup>st</sup> May, 2023**

**Room no.1 of Arts Block**

**Time: 12:30 pm**

An IQAC meeting with the members of canteen committee of MDKG college is convened on 31<sup>st</sup> May, 2023 at room no.1 of arts block of the college. At the outset Dr. Utpal Sut, IQAC coordinator extends welcome to all the members to the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss some issues related to canteen facilities of the college.

**Chair the meeting:** IQAC coordinator requests Dr. Nibedita Phukan, Principal and chairperson of IQAC to preside over the meeting and Dr. Phukan presides over the meeting. Dr. Phukan requests IQAC coordinator to go with the agenda.

**Item no.1: Discussion on canteen facilities:**

IQAC coordinator places the issue of different facilities available in the college canteen like provision of quality food and drinking water facilities, quality of red tea and milk tea. Coordinator also states the hygiene condition of the canteen. He requests all the members of the canteen committee to pay heed to the maintenance of quality of food in the canteen. Dr. Anita Sharma, member of canteen committee says that she will take care of it in coming days.

**Item no.2: Regulations of the college canteen:**

IQAC coordinator gives stress on the follow up of rules and regulations of college canteen and says that violation of rules & regulations mismanage the service of canteen staff which ultimately affect the customers. All the members agree with IQAC coordinator and assure to provide the canteen facilities with strict compliance to the rules and regulations of the canteen committee.

**Item no.3: Future plan of action:**

IQAC coordinator requests all the members of the canteen committee to prepare a future plan of action by incorporating different food menus besides the existing ones prevailing in the canteen. All the members agree with IQAC coordinator and assure to do the same in coming days.

**Opinion of the canteen coordinator:**

Ms. Shrutimala Bharali, Assistant Professor of English department of the college selected as the new coordinator of the college canteen committee in place of Dr. Uma Devi. Dr. Uma Devi has joined as an Associate Professor in the department of Hindi of Guwahati University w.e.f. 1/6/2023. Ms. Shrutimala Bharali says that she will take care of all the matters related to canteen facilities of the college and assures to render best service for the betterment of college canteen. Two new members viz Dr. Abhilupta Padmanathan Gohain, Assistant Professor, Department of Education and Ms. Puspa Goankhowa, Assistant professor of Sanskrit department of the college are included in the canteen committee of the college.

**Opinion of Chairperson:**

Dr. Nibedita Phukan, Principal & Chairperson of IQAC chairs the meeting and says that canteen must provide the food to the customers in an optimal manner with complete maintenance of health and hygiene of the food and utensils. Dr. Phukan also says that authority will take care of the apprehension put forwarded by the IQAC coordinator.

**Resolution no.1:**

Resolved that future plan of action of college canteen be prepared under the guidance of canteen committee of the college.

**Resolution no.2:**

Resolved that a meeting of the canteen committee and the principal be held in every two months.

**Vote of thanks:**

At last, IQAC coordinator proposes vote of thanks to all the members present in the meeting.

**Action taken report of the IQAC meeting with members of canteen committee of MDKG college meeting held on 31<sup>st</sup> May, 2023 at 12:30 pm:**

As per resolution no.1 of the meeting responsibility of preparation of future plan of action has been assigned to canteen committee of the college.

As per resolution no.2 of the meeting, the coordinators of canteen committee have been reported about the conduct of meeting between canteen committee and Principal of the college would be held in every two months. It has also been reported that canteen committee will communicate with the authority to fix the date of such meetings.

  
1/6/2023

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Principal  
Manohari Devi Kanoi Girls' College  
DIBRUGARH

**Action taken report of the IQAC meeting with coordinator and members of Psychological counseling cell of the college held on 29<sup>th</sup> May, 2023 at 1 pm.**

As per resolution no.1 of the IQAC meeting with coordinator and members of Psychological counseling cell of the college, the coordinator of psychological counseling cell of the college has been assigned the responsibility to conduct psychological awareness programme to sensitize the mental strength of the student of the college.



Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

Principal  
Manohari Devi Kanai Girls' College  
DIBRUGARH



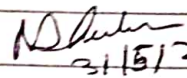
IOAC meeting with  
Coordinators of Adopted village  
of MDKH College

Comlin Page  
Date 31/5/2023

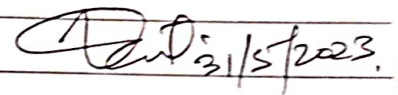
Objective: To discuss issues  
related to activities conducted  
in adopted village of the College.

Signatures of the members present:

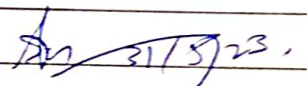
1. Nibedita Phukan

  
31/5/2023

2. Utpal Surt

  
31/5/2023.

3. Joyesh Das

  
31/5/23.

4. Utpal Das

31.05.2023

**IQAC meeting with the Coordinators of Adopted  
Village of MDKG College  
Date: 31<sup>st</sup> may, 2023  
Room No- 1 of Arts block  
Time: 2 p.m.**

Agenda of the meeting

1. Introduction by IQAC Coordinator
2. Chair the Meeting by the respected Principal Madam
3. Discussion on activities in the adopted village and the report compliance since the adoption of the village
4. Opinion of the coordinators
5. Opinion of Chairperson
6. Vote of thanks

*M. Shukla*  
31/5/2023

25

30

35

**IQAC meeting with the Coordinators of Adopted village of MDKG College**

**Date: 31<sup>st</sup> May, 2023**

**Venue: Room no. (1) of Arts block of MDKG College**

**Time: 2pm**

An IQAC meeting is held on 31<sup>st</sup> May, 2023 at room no (1) of Arts block of the college with the coordinators of adopted village of the college. At first, Dr. Utpal Sut, IQAC coordinator welcomes all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss about the activities done by the college in adopted village of the college.

**Chair the meeting:** Dr. Nibedita Phukan, Principal and chairperson has chaired the meeting and requests IQAC coordinator to go with the agenda .

**Discussion on the activities done in adopted village of the college:** IQAC Coordinator places the issue of activities performed by the college in adopted village of the college. Dr. Sut requests the Coordinators of adopted village to explain the functions performed by them in the adopted village from the end of college. Mr. Utpal Gogoi, chief Coordinator of adopted village of the college speaks on the different activities performed under his guidance in the adopted village and recording of the events. He assures IQAC coordinator to submit the report as soon as possible and he also assures that new plan of action will be initiated by him in the adopted village in coming years for the greater interest of community development. Dr. Jogesh Das, joint coordinator of the adopted village also assures the same to coordinator and chairperson of IQAC of the college.

**Opinion of the chairperson:** Dr. Nibedita Phukan, Principal and Chairperson of IQAC has presided over the meeting and is in opinion that both the coordinator of adopted village must chalk out the plan of action in the adopted village in the real sense of the term and keep records with evidences. Dr. Phukan also states that both the coordinators of adopted village must perform the activities in a coordinated manner which may lead to linear development of both college and the adopted village.

**Resolution no (1):** Resolved that activities performed by the college in adopted village be recorded properly under the guidance of coordinators of adopted village of the college.

Principal proposes vote of thanks to all the members present in the meeting for their kind presence.



Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh

Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh



**Action taken report of IQAC meeting with hostel committee of MDKG  
College held on 31<sup>st</sup> May, 2023 at 11 AM**

As per resolution no.1 of the IQAC meeting with hostel committee of MDKG College, Dr. Punyaprabha Baruah has been appointed as Assistant Superintended of college hostel.

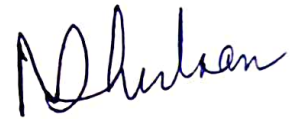


Dr. Utpal Sut

IQAC Coordinator

MDKG College, Dibrugarh

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Dr. Nibedita Phukan

Principal & Chairperson of IQAC

MDKG College, Dibrugarh

**Principal**  
Manohari Devi Kanoi Girls' College  
DIBRUGARH

**An IQAC meeting with the Coordinators of Quality Indicator Framework, Program Officer of NSS, CTO of NCC and Chief Coordinator of adopted village of the college**

**Date: 12-9-2023**

**Venue: Room no.1 of Arts Block of the College**

**Time: 4 pm**

**Agenda of the Meeting:**

1. Introduction by IQAC Coordinator
2. Chair the meeting by the Respected Principal Madam
3. Collection and systematic arrangement of data for SSR of 4<sup>th</sup> Cycle of NAAC assessment of the college and AQAR of 2022-23
4. Comprehensive record of NSS and NCC activities in a consolidated form.
5. Documentation of activities of adopted village of the College
6. Opinion of Criterion Coordinator, NSS program Officer, CTO of NCC and Chief Coordinator of adopted village of the College
7. Opinion of Chairperson
8. Vote of thanks

*N. Shukla*  
12/9/2023

ISAC meeting with

"Coordinators of seven quality indicators framework, Program offices of NSS, CTO of NCC and Chief coordinator of Adopted Villa of the college."

Objectives of the meeting: "To discuss about how to prepare the SSR of 4th cycle of NAAC assessment & accreditation of the college." (Broad objective of the meeting).

Signatures of Members present in the meeting's

1. Nibedita Khuman

Nkhuman  
12/9/2023

2. Utkal Suf

Utkal  
12/9/2023

3. Jadaorinda Sarkar

Jadaorinda  
12/9/23

4. Utkal Gossai

Utkal

5. Dr. Abhishek P. Adhikari

Dr. Adhikari

6. Anita Sharma

Anita

7. Dr. Malina Banerjee

Dr. Banerjee

8. Sangita Gossai

Sangita

9. Monika Gogoi

Monika

10. Dr. Nitali Goswami

Dr. Goswami  
12/9/23



11. Ruppun Dag. 12/9/23

**"IQAC meeting with Coordinator of Seven quality Indicator framework Program officer of NSS, CTO of NCC and Chief coordinator of Adopted Village Of the college"**

**Date: 12-09-2023**

An IQAC meeting with coordinators of seven quality indicator framework, program officer of NSS, CTO of NCC and chief Coordinator of Adopted village of the college on 12<sup>th</sup> September, 2023 at room no (1) of arts block of the college. At the very outset, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** The objective of the meeting is to discuss about how to prepare the SSR 4<sup>th</sup> Cycle of NAAC assessment and accreditation of the college.

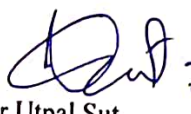
**Chair the meeting:** IQAC Coordinator requests Dr. Nibedita Phukan, Principal and Chairperson of IQAC to preside over the meeting and Dr. Phukan accepts request and presides over the meeting and requests the IQAC coordinator to carry forward the discussion of the meeting.


**Preparation of SSR:** Dr. Utpal Sut, IQAC Coordinator places the issue of how to prepare the SSR of 4<sup>th</sup> cycle of NAAC assessment and accreditation of the college. Dr. Sut says that IQAC has already submitted the 4<sup>th</sup> AQAR to the NAAC and NAAC has approved the AQAR successfully and states that the college has to prepare the 5<sup>th</sup> AQAR and SSR for the 4<sup>th</sup> cycle assessment and accreditation. Dr. Sut requests all the coordinators of quality framework indicator, Program officer of NSS, CTO of NCC and chief of adopted village of the college to extend their cooperation for preparing the same. Further, Dr. Sut gives stress on inclusion of all activities of each and every criterion in the SSR in a more systematic way with proper evidences. All the members of the meeting have agreed with the IQAC Coordinator and assure to provide fullest cooperation to prepare the SSR of the college for fourth cycle assessment and accreditation of NAAC.

**Opinion of Chairperson:** Dr. Nibedita Phukan, Principal and chairperson of IQAC has chaired the meeting and is in the opinion that all the inputs required for preparation of 5<sup>th</sup> AQAR and 4<sup>th</sup> Cycle SSR should be properly arranged and each and every metric should be filled up with complete data.

**Resolution:** Resolved that SSR of 4<sup>th</sup> cycle of assessment of NAAC accreditation be prepared with complete representation of institutional inputs.

Principal offers vote of thanks to all present in the meeting.

  
12/9/2023  
Dr. Utpal Sut  
IQAC Coordinator  
MDKG College, Dibrugarh  
Co-ordinator  
IQAC  
MDKG College  
Dibrugarh

  
Dr. Nibedita Phukan  
Principal and Chairperson of IQAC  
MDKG College, Dibrugarh  
Principal  
Manohari Devi Kanol Girls' College  
Dibrugarh

IQAC meeting with the members  
of AQAR and SSR preparation  
committee

Date: 19-9-2023

Time: 3 PM

Venue: Room no. (1) of Arts Block of  
MDKA College

Objective of the meeting: To inform  
the members about division  
of works of AQAR & SSR preparation  
for 4th cycle of NAAC assessment  
& accreditation.

Signatures of the members present:

1. Utpal Saha
2. Anirban Singh
3. Borali Nath Dowerah
4. Anuska Saikia
5. Dr. Gitanjali Boruah
6. Dr. Mitali Lenowal
7. Monika Gogoi



# IQAC meeting with the members of AQAR and SSR preparation committee

Date: 19-9-2023

Time: 3 pm

## Agenda of the meeting:

1. Introduction by IQAC Coordinator
2. Objective of the meeting
3. Discussion on AQAR and SSR preparation for 4<sup>th</sup> cycle of NAAC assessment
4. Vote of thanks

An IQAC meeting with the members of AQAR and SSR preparation committee is held on 19<sup>th</sup> September, 2023 at room no.1 of arts block of the college in presence of the following members.

1. Dr. Utpal Sut, IQAC Coordinator
2. Anirban Singha, Member
3. Dr. Bornali Nath Dowerah, Member
4. Miss Anwesha Saikia, Member
5. Dr. Gitanjali Baruah, Member
6. Dr. Mitali Sonowal, Member
7. Ms. Monika Gogoi, Member

At the very outset, IQAC Coordinator welcomes all the members of the meeting and states the objective of the meeting.

**Objective of the meeting:** Objective of the meeting is to divide the works of preparation of AQAR and SSR among the members of the AQAR and SSR preparation committee.

**Discussion on AQAR and SSR preparation for 4<sup>th</sup> cycle of NAAC assessment:** IQAC Coordinator informs the members about the different dimension of AQAR and SSR preparation for the 4<sup>th</sup> cycle NAAC assessment with having emphasis on New Education Policy 2020. The coordinator gives focus on the minute observation of seven quality indicators of SSR and requests the members to take proper care for preparation of each criterion with proven evidences. The Coordinator wishes to divide the works of preparation of SSR among the members. All the members agree with the IQAC Coordinator and assure to give their best to prepare the SSR.

**Resolution of the meeting:** Resolved to divide the works of preparation of SSR among the members of AQAR and SSR preparation committee.

**Vote of thanks:** At the end IQAC Coordinator proposes vote of thanks to all the members for their presence in the meeting.



19/9/2023

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Copy Page  
Date / /

## IQAC GENERAL MEETING ON NAAC PREPARATION

DATE: 2-02-2024

Venue: Room No.1

- ~~1.~~ Purpose of the Meeting by IQAC Coordinator
- ~~2.~~ Chair the meeting by Principal Madam
- ~~3.~~ Record of Departmental activities for last five years
- ~~4.~~ Record of Best practices of the College for last five years
- ~~5.~~ Record of activities of different cells of the college for last five years
- ~~6.~~ Record of NSS and NCC activities for last five years
- ~~7.~~ Record of seven criterion for last five years
- ~~8.~~ Updating of College website *Hiranya Des*
- ~~9.~~ Opinion of Chairperson
- ~~10.~~ Vote of thanks

*Hiranya Des*  
2/2/2024

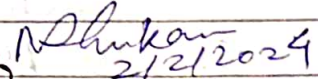
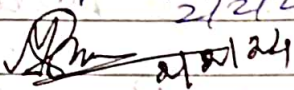
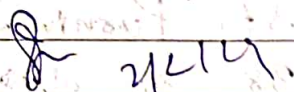
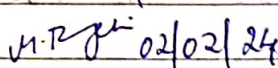
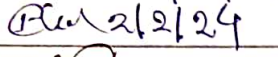
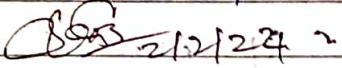
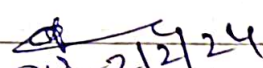
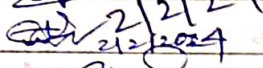
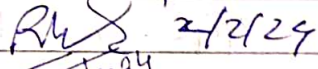
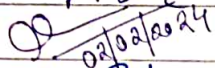
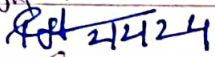
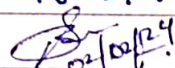
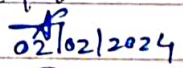
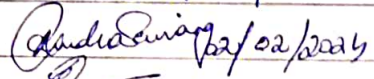
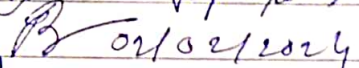
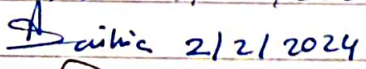
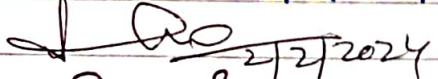
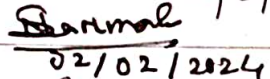
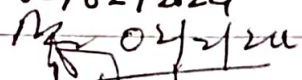
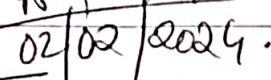
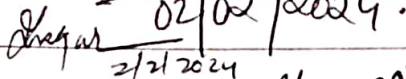
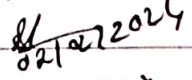



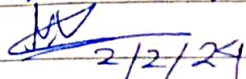
# ISAC General Meeting OR NAAC Preparation

Date: 2-02-2024

Venue: Room No. (1)

Purpose: To discuss about the preparation about NAAC 4th Cycle preparation.

## Signatures of Members Present:

1. Nibedita Phukan  21/2/2024
2. Manashi Sharma  21/2/24
3. Jalajit Saha  21/2/24
4. Montusi Bagchi  02/02/24
5. Purnima Chetia  21/2/24
6. Gongsika Goswami  21/2/24
7. Anita Sharma  21/2/24
8. Jyoti Konwar  21/2/2024
9. Rupali Ghosh  21/2/24
10. Dr. Abhishek P. Bora  02/02/2024
11. Puspita Ghosh  21/2/24
12. Santosh Barua  02/02/24
13. Banani Das  02/02/2024
14. Manish Kumar Jaisankar  02/02/2024
15. Basile Bora  02/02/2024
16. Dr. Aditya Saikia  21/2/2024
17. Aniruddha Dutta  21/2/2024
18. Nayan Jyoti Sarma  02/02/2024
19. Umeshini Bordoloi  02/2/24
20. Dr. Malina Banerjee  02/02/2024
21. Dr. Rizvi B. Laskar  21/2/2024
22. Dr. Sangeta Saikia  02/2/2024
23. Rupjoti Das  21/2/21
24. Dr. Bonali Nath Dewash  21/2/24
25. Dr. Balin Hemdany  21/2/24
26. Monika Konwar  21/2/24



- 27. Kabayaru Qulla
- 28. Anwarul Singha
- 29. Rinyapriya Bernal
- 30. Jafreen Noor

*[Signature]*  
02/02/24

- 31. Bhagyatala Bernal
- 32. Nasir Rahman

*[Signature]*  
02/02/24  
B. Bernal  
02/02/24

- 33. Dr. Gitanjali Bernal
- 34. Anvesha Saikot

*[Signature]*  
02/02/24  
B. Bernal  
02/02/24

- 35. Dr. Mithi Bernal
- 36. Sowrabh Jagdi Changanal

*[Signature]*  
02/02/24

- 37. Puontma Gogol
- 38. Dr. Alishi Gondha Gogol

*[Signature]*  
02/02/24

- 39. Dr. Sulanya B. Chalika

*[Signature]*  
02/02/24

- 40. Dr. Shreemayee Budoloi

*[Signature]*  
02/02/24

- 41. Mansita Pouch Hazarika

*[Signature]*  
02/02/24

- 42. Dr. Pramita Hazarika Saikot

*[Signature]*  
02/02/24

- 43. Dr. Sneha Chakraborty

*[Signature]*  
02/02/24

- 44. Dr. Utpal Sut

*[Signature]*  
02/02/24



## **IQAC General Meeting on NAAC Preparation.**

**Date: 02/02/2024**

**Venue: Room No. 1**

An IQAC General Meeting is held on 2<sup>nd</sup> February, 2024 to discuss about the different pertinent issues relating to NAAC assessment and accreditation of the college at room no. 1 of arts block of the college. At the very outset, Dr. Utpal Sut, IQAC coordinator extends welcome to all the Faculty members of the college to the meeting and states the objectives of the meeting.

**Objectives of the meeting:** The objectives of the meeting is to discuss about different pertinent issues relating to 4<sup>th</sup> cycle assessment and accreditation of NAAC of the college and requests Dr. Nibedita Phukan, Principal of the college to chair the meeting.

**Chair the meeting:** Dr. Nibedita Phukan, Principal of the college chairs the meeting and requests IQAC coordinator to proceed with the agenda of the meeting.

### **Item no. 1: Record of Departmental activities for last five years:**

IQAC coordinator places the issues of record of the department activities for last five years. The coordinator mentions the issues like departmental meeting proceedings, extension activities report, departmental results of final examination of UG under Dibrugarh University, class routine, teaching plan, events diary of the department, teachers least with qualification, teachers achievements, rank holders list with photos of the students, registers of the attendance, departmental magazines, register of names of the books available in the departments, students progression and placement, students participation in co-curricular activities, teachers profile, research papers published by the faculty members in UGC care list journals, teachers participation in RC/OP/FDP/STC/Workshop/Webinars/Seminars etc. ,teachers in different academic bodies, participation of teachers in evaluation and paper settings, teachers projects etc. IQAC coordinator requests all the HODs and faculty members to keep the record of the activities as mentioned above for last five years (i.e. June.2018 to November, 2023)

All the members agree with the Coordinator.

### **Item no. 2:Record of Best practices of the college for last five years:**

IQAC coordinator places the issue of recording the best practices adopted by the college for the last five years from June, 2018 to May, 2023. The coordinator also emphasizes the determination of success of evidence of extension activities and cleanliness activities performed by the college inside and outside the college and also keep record of these activities. The IQAC coordinator requests Dr. Anita Sharma, coordinator of the institutional values and best practices criterion to keep record of best practices. Dr. Sharma agrees with the IQAC coordinator and assures to do the same.

**Item no. 3: Records of activities of different cells of the college for last five years:**

IQAC coordinator requests all the coordinators of the different cells and committees of the college to make a proper record of different activities conducted by them in the last five years (June, 2018 to November, 2023). All the coordinators agree with the IQAC coordinator.

**Item no. 4: Record of NSS and NCC activities for last five years:**

IQAC coordinator informs all the members that keeping record of NSS and NCC is needed for quality assessment of the college as both the units perform work for the nation's interest. Coordinator requests Dr. Mitali Sonowal, program officer of NSS and Ms. Anwesha Saikia, CTO of NCC of the college to make a comprehensive report of their respective unit for last five years and duly submit to the IQAC mail as soon as possible. Both the officers agree with the IQAC coordinator.

**Item no. 5: Record of seven criterions for last five years:**

IQAC coordinator requests all the coordinators of seven quality indicator framework to submit the record of their respective criterion to the IQAC mail of the college as soon as possible for the preparation of SSR of the college for the 4<sup>th</sup> cycle assessment and accreditation of the college of NAAC. All the criterion coordinators agree with the IQAC coordinator and assure to submit the five years comprehensive report to IQAC mail as soon as possible.

**Item no. 6: Updating of college website:**

IQAC coordinator informs the members of the meeting that updating of college website is indispensable for reflecting the institutional information to the public domain. Coordinator request Dr. Nibedita Phukan, Principal and chairperson of IQAC to do the needful in this regard. IQAC coordinator also request Dr. Phukan to include Mr. Hironya Das as the assisting member to help in updating college website.

**Opinion of Chairperson:** Dr. Nibedita Phukan, Principal of the college is in the opinion that whatever is discussed in the meeting should be strictly followed in action for greater interest of the college. Dr. Phukan also requests all the members of the college to cooperate in 4<sup>th</sup> cycle assessment and accreditation process of NAAC.

**Resolution of the meeting:**

**Resolution no 1:** Resolved that five years report of five years activities of the departments be prepared under the guidance of respective Heads of the departments.

**Resolution no 2:** Resolved that five years report of best practices of the college be prepared under the guidance of criterion coordinator of institutional values & best practices of the college.

**Resolution no 3:** Resolved that five years report of different cells be prepared under the guidance of respective cells coordinators.

**Resolution no 4:** Resolved that five years report of NSS and NCC activities of the college under the sole responsibility of Dr. Mitali Sonowal and Ms. Anvesha Saikia respectively.

**Resolution no 5:** Resolved that five years consolidated report be prepared for seven criterion of quality framework of NAAC by the criterion coordinators.

**Vote of thanks:** At the end, Dr. Nibedita Phukan, Principal of the college proposes vote of thanks to all the members present in the meeting for their kind presence and cooperation.

  
2/2/2024

Co-ordinator  
IQAC  
MDKG College  
Dibrugarh



Principal  
Manohari Devi Kanol Girls' College  
DIBRUGARH