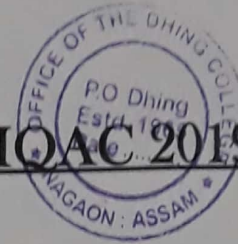


INTERNAL QUALITY ASSURANCE CELL: DHING COLLEGE



Minutes & Action taken report of IQAC 2019-20

➤ **No: IQAC-Minutes/2020-01-24.**

Minutes of the meeting of IQAC of Dhing College, Nagaon (Assam) held on 24/01/2020 at Principals Conference Room at 12.00 noon.

AGENDA

1. Chairing by the Presidents/Principal
2. Introductory Speech by Principal
3. Speech by the Coordinator IQAC
4. Discussion on update of departmental profile /record etc .
5. Others

MEMBERS PRESENT

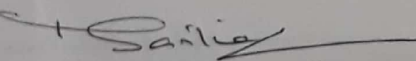
1. Sri.Sujit Kr. Sarma (Principal i.c)
2. Abdul Kadir
3. Dambadudhar kakati
3. R.S. baruah
4. Dr. nandan Kr. Barthakur
5. Himadri Shekhar Chakarbarti
6. Bimal paul
7. Dr. M.K. Saikia (coordinator)
8. Dr. Mriganka Saikia
9. Mrs. Anju Deka Bora
10. Muslehur Islam
11. Bhairab Ch. Bora (Head Asstt)
12. Dr. I.N. Bardoloi
13. Dr. Biman hajarika
14. Dr. Purnima Das Bora
15. Dr. Snigdha Mahanta
16. Md. Mukinur Hussain.

The following points were discussed and decision was taken:

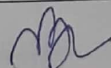
- At the outset, the Coordinator of IQAC explained the reasons of this meeting and stated two main reasons – 1. Upgradation of departmental profile & record compilation and 2. Indepth discussion on NAAC assessment for third cycle.
- Then, an in-depth analysis was made of the NAAC report. The Coordinator of IQAC Dr. Manoj Saikia read out the detailed result sheet given by NAAC wherein he highlighted the adequacy and inadequacy of the college with special emphasis on the recommendation set forth by NAAC members for future improvement. Professor nandan Barthakur raised the issue of lack of proper classrooms in college. Dr. Mriganka Saikia requested the co-ordinator to prepare for the next AQAR 2019-20 for online submission to NAAC as early as possible.
- Formation of DQAR: In this meeting, the Coordinator requested the HOD to submit departmental report to IQAC as per decision of the previous meeting. All HODs unanimously agreed to submit the DQAR to assist the IQAC. Altogether 16 teachers had participated in the meeting.
- Redesigning College website: The coordinator re- raised the issue of up gradation of college website so that more data & information can be uploaded for the users. The Principal assured that the process of college website automation was in the process and will resume its operation soon.
- In his concluding speech, the Principal elaborated on his experiences of the last NAAC evaluation. While thanking all for their cooperation, the Principal stated that the college will deserved a good grade in the third cycle and seek all stallholder's cooperation for the same.

➤ **Action Taken Report on the decisions of the IQAC meeting held on 24/01/20**

Sl.No	Decision	Action taken
1	Up gradation of college website	Action had been taken for the automation of college website. The dthingcollegeonline.co.in will commence soon.
2	Submission of DQAR	The principal issued notification to all departments for formation for submission of DQAR to IQAC by end of Feb/2020.

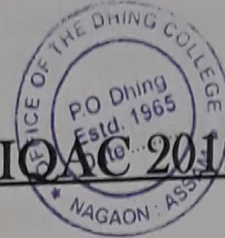

Coordinator IQAC
Dhing College, Dhing : Nagaon

**Coordinator, IQAC
Dhing College**


Principal
Dhing College, Dhing ,Nagaon

**Principal
Dhing College**

INTERNAL QUALITY ASSURANCE CELL: DHING COLLEGE



Minutes & Action taken report of IQAC 2019-20

➤ **No: IQAC-M/2020-04-23**

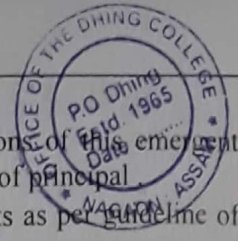
Minutes of the Joint meeting of IQAC & Staff council of Dhing College, Nagaon (Assam)
held on 23/04/2020 at conference room at 12.30 am

AGENDA

- Chairing by the Principal/Presidents
- Introductory Speech by the president
- Speech by the Principal i.c
- Discussion on screening of applications for the post of permanent principal.
- Preparation of list of applications as per UGC guideline /advt.
- Others

MEMBERS PRESENT

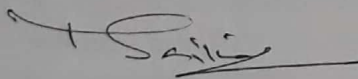
1. Sri. Bakul Ch. Sarma , President Governing Body
2. Sri. Sujit Kr. Sarma, Principal i.c
3. Dr. Manoj Kr. Saikia Coordinator IQAC
4. Dr. Nandan Kr. Barthakur Member IQAC
5. Dr. Snigdha Mahanta ,Member IQAC.

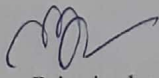


The following points were discussed and decision was taken:

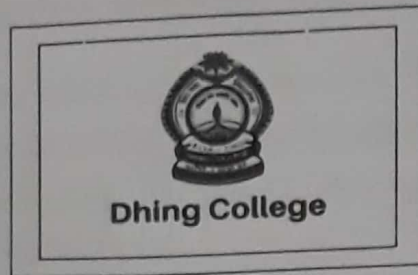
- At the outset, the President of G.B , Dhing College explained the reasons of this emergent meeting of IQAC for scrutinization of application for the permanent post of Principal.
- The meeting prepared a checklist of applicants and verified their documents as per guideline of UGC & DHE , Assam.
- All members of the screening Committee unanimously decided to forward all the applications received by the college for onward submission to Gauhati University for necessary action.
- At last President of the college G.B express his view and expressed thanks to all members of the committee.
- **Action Taken Report on the decisions of the IQAC meeting held on 23/04/2020**

Sl.No	Decision	Action taken
1	Preparation of Checklist of applicants for onward submission to GU.	<ul style="list-style-type: none">• The meeting prepared a checklist of applicants and verified their documents as per guideline of UGC & DHE, Assam.• All members of the screening Committee unanimously decided to forward all the applications received by the college for onward submission to Gauhati University for necessary action.• At last President of the college G.B express his view and expressed thanks to all members of the committee.


Coordinator IQAC
Dhing College, Dhing : Nagaon
Coordinator, IQAC
Dhing College


Principal
Dhing College, Dhing ,Nagaon
Principal
Dhing College

INTERNAL QUALITY ASSURANCE CELL: DHING COLLEGE



Minutes & Action taken report of IQAC 2019-20

➤ **No: IQAC-M/2020-09-24**

Minutes of the Joint meeting of IQAC & Staff council of Dhing College, Nagaon (Assam)
held on 24/09/2020 at Principal's Conference Room at 1.00 PM.

AGENDA

- Chairing by the new Principal
- Brief Introduction about the meeting by Coordinator IQAC
- Welcome address by Dr. Biman Hazarika , Chairperson IQAC & Principal.
- Plan of action chalk out by IQAC at the beginning of year /session for quality improvement.
- Forth coming NAAC visit in 2021 & ex facto submission of AQAR for 2018-19,2019-20.
- Activities and support from Alumni and Parant –Teacher Association.
- Upgradation of department & departmental profile.
- Speech from Stake holders /Alumni
- Speech from HOD's
- Speech by Chairperson & Principal
- Vote of thanks by Major(Dr) Mriganka Saikia, Asstt. Coordinator.

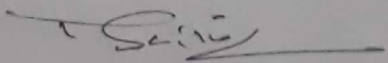
MEMBERS PRESENT

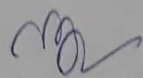
1.Dr. Biman Hazarika (Principal) 2. Abdul Kadir 3. B.C. Bora 4. Dr. Mriganka Saikia 5. Dr. Pankaj Bora 6. Dr. Snigdha Mahanta 7. Sri. Gobin Bharali 8. Dr. Nandan Kr. Barthakur 9.Dr. Sanjeeb Kr. Nath 10.Mrs. nabanita Baishya 11.Md. M.Z. Choudhury 12.Sri. Bimal Ch. Das 13.Sri. Jatin Nath 14.Sri. Parag Hajarika 15.Sri. Rudra Kanta Saikia 16.Sri. Sujit Kr. sarmah 17. All HOD's 18. M.K.Saikia (coordinator IQAC)

• **The following points were discussed and decision/action was taken**

- The meeting started as IQAC Coordinator, Dr. Manuj Kumar Saikia read out the objective of the meeting. Dr. Saikia concentrated on the upcoming NAAC visit and the preparation for it. The manner in which the subsequent activities will prepare the college for the NAAC visit.
- Dr. Saikia reported that the Annual Report till the year 2014-15 has been submitted during 2nd cycle and has been analyzed by the NAAC Peer team and our College was graded as B++ with a CGPA 2.82 during 2016. [Validity October 2021). For 3rd cycle of assessment the IQAC had submitted AQAR of 2015-16, 2016-17, 2017-18 through email to NAAC and acknowledgement from NAAC office has been received. The AQAR of 2018-19 was submitted by online as per revised guideline.
- The coordinator seek the approval of Governing Body for submission of AQAR period for 2019-20.
- There was a discussion on the Seminar, Webinar and project reports. More number of members suggested for submission proposal to funding bodies like UGC, DBT etc.
- The meeting also discussed about the UGC and RUSA funds 2019-20.
- The scholarship of 132 student under Poor Aid beneficiaries have been approved.
- The college did not receive any UGC Central fund during 2019-20 that is why IQAC had to request the college authorities to do the renovation/ developmental work from the college development fund.
- The meeting discussed about the upload of report in the All India Survey of Higher Education portal till the year 2020 has been mentioned.
- The meeting discussed about NAAC advised on the language laboratory and the Functional English department. The meeting resolved for further up gradation Language Lab with attachment in English department soon.
- The meeting discussed about, Self-financing, Skill-orientation courses, BBA, Teacher Education, etc. The meeting resolved to introduce 4 skill courses w.e.f 2020 session. A separate infrastructure has been developed for the same. Regarding discussion on Teacher Education Programme the decision was not yet taken.

- More discussions on hostel corridor, conditions and facilities were raised in the meeting. The meeting finally decided to include more facility in the hostel so that boarders can stay comfortably.
- IQAC proposed increasing the working hours of the college library. The decision kept in pending for the approval of GB.
- The IQAC resolved to increase the number of the support service staff in the college. The Principal assured that few support service staff will be appointed in soon.
- The Principal suggested that the IQAC needs to hold regular meetings with the concerned stakeholders from time to time. In the face of Covid-19, it has been decide that the mode of classes should shift from offline to online and other blended learning methods. The teachers must upload study materials in the form of assignments, notes, videos on the college website. Accordingly the process has been started.
- The IQAC has resolved that more modes of the ICT must be developed to aid the teaching-learning processes.
- The IQAC has also decided to highlight student achievements with special concentration on Hima Das, notable alumni of the college, through an archive.
- The IQAC resolved that the college should be enlisted in the NIRF (National Institute of Ranking Framework). The process of registration in NIRF will be done soon as the principal assured in the meeting.
- The IQAC resolved that all Departments should record their data and keep them up-to-date in a digital format.
- The IQAC suggested that more online journals, shortlisted by the UGC (care-listed) must be subscribed by the college library to maintain academic intellectual integrity.
- The IQAC stressed that in order to conduct more online based learning classes, including webinars in the COVID-19 scenario; the college needs to procure more high-speed internet connectivity.
- The Information and Career Guidance Cell of the college must be focussed and strengthened in order to aid the students.
- The IQAC stressed that the Alumni Committee must be reconstituted so that it prepares itself for the upcoming NAAC visit.
- The meeting also decided to adopt a village by the IQAC . This process has already stated for survey.
- At the end of meeting , Principal of the college express his view and expressed thanks to all members of the committee


 Coordinator IQAC
 Dhing College, Dhing : Nagaon
 Coordinator, IQAC
 Dhing College


 Principal
 Dhing College, Dhing ,Nagaon
 Principal
 Dhing College