



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

2018

Meeting 1:

Date: 22/06/2018

Agenda:

- Appointment of teachers against vacant posts
- AQAR preparation

Proceedings:

The meeting reviewed prevailing academic environment in the college and discussed the changes necessary to adapt to the present conditions. In this context it focused on the issue of long pending vacant post in the College. It was unanimously agreed that more contractual teachers were required to meet the demands of the increasing number of enrollment in the college. As such the authority was requested to appoint contractual teachers in various departments to balance the student teacher ratio.

The meeting also discussed the issue of AQAR preparation and submission for the session 2017-18. It was decided that the notice would be circulated immediately seeking inputs from all the departments for the AQAR.

Action taken and Resolutions:

1. Discuss the prevailing academic Atmosphere in the context of long pending vacant post and requested the authority to appoint contractual teachers temporarily to meet the demands of the large number of enrollment in the college.
2. After having a discussion on the AQR submission it was decided that a notice would be circulated immediately seeking inputs from the departments in connection with the 2017-18 AQAR.



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Meeting 2:

Date: 09/10/2018

Agenda:

- Student feedback.
- Proposal of a Guardian Forum.

Proceedings:

The meeting discussed the issue of starting a feedback process of the stakeholders in the college in order to seek their views for the enhancement of the college's existing facilities. In this context, a feedback was decided to be conducted among the alumni, students and teachers in the month of February 2019. The meeting also made it specific that integrity should be maintained in sharing of information among all the stakeholders. For this a guardian forum was proposed to be instituted which would provide a common platform for the sharing of information in an integrated manner.

Action taken and Resolutions

1. Discussion was held on starting of the feedback process of the stakeholders. The feedback was proposed to be conducted tentatively in the month of February 2019.
 2. To establish and maintain integrity and sharing of information among all the stakeholders, Guardian forum was proposed to be constituted.
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Meeting 3:

Date: 15/11/2018

Agenda:

- Student Mentoring

Proceedings:

As per the agenda of the meetings, the discussion was held on the letter of the Principal regarding setting up of a full-fledged student mentoring system in various departments of the college. The mentoring system as was discussed would help create a better environment in the college, where students would be able to approach the teachers for both educational and personal guidance. As such decision was taken to implement the mentoring mechanism immediately catering to the needs of the students like providing them guidance for improving their academic performance and motivating them to participate in extracurricular activities for their all-round development.

Action taken and Resolutions:

1. Discussion was held on the letter of the principal regarding setting up of full-fledged mentoring system in the various departments of the college.
 2. Decision was taken to implement the mentoring mechanism catering to the needs of the students.
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