



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

2020

Meeting 1:

Date: 18/01/2020

Agenda:

- Introduction of IQAC
- Discussion regarding the way forward
- Formation of sub-cell of IQAC

Proceedings:

The newly constituted IQAC with Dr. Nabajyoti Das, Principal (Chairperson IQAC), Dr. Gargee Chakraborty (Coordinator, IQAC), Ashok kr. Sarma (Member teacher), Dr. Nagendra Nath Sarma (Member), Homeswar Das (Member), Manash Pratim Baruah (member), Pabitra Jyoti Kalita (Member), Dr. Jilmil Bora (Member) met in the Principals chamber for the first time and chocked out the future course of action. Accordingly 03/02/2020 is tentatively fixed for a meeting of the IQAC and the faculty members. Moreover, seven criterion committees along with its members and Convenors were also shortlisted and will be finalized on the above mentioned meeting.

Resolutions and Action taken:

1. The IQAC resolved to meet on 03-02-2020 to formally announce the names of the convenors along with their committee members.



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Meeting 2:

Date: 04/02/2020

Agenda:

- Formal declaration of the IQAC coordinators and the members.
- Formation of the Criterion Committee.

Proceedings:

- Dr. Nabajyoti Das, Chairperson IQAC, formally declared the name of the IQAC coordinator and the core committee members to the College fraternity. He also announced the name of the seven criteria committee Convenors and its members.

Resolutions and Action taken:

1. The IQAC resolved to work actively towards collection of the necessary documents from each department for the AQAR.
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Meeting 3:

Date: 13/02/2020

Agenda:

- Discussion on letter sent by NAAC dated 12-02-2020 regarding mandatory procedural change in online submission.
- Discussion to prepare a green audit report of the college.
- Discussion on the proposal by IIE, Guwahati.

Proceedings:

The letter received from NAAC was discussed in detail. Decision was done regarding the green audit. Further, an elaborate discussion on the proposal submitted by IIE was discussed in detail.

Resolutions and Action taken:

1. The IQAC resolved to send a letter to NAAC to have information about the mandatory procedural change in online submission of AQAR.
 2. The IQAC resolved to prepare a green audit report of the college and entrust the responsibility of preparing the report with Dr. Gargi Chakravarty, Assistant Professor, Department of Botany.
 3. The IQAC discussed the proposal by IIE, Guwahati regarding a four day Management Development Programme and resolved to collaborate with the institution.
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Meeting 4:

Date: 18/11/2020

Agenda:

- Student feedback.
- Uniform mentoring classes
- Making and up gradation of departmental Alumni list.
- Departmental alumni list.

Proceedings:

Discussion is held on continuing with the student feedback for the current session. Accordingly a date has been fixed for the said purpose from second and 4th semester students. It is pertinent here to mention that due to covid 19 the process got delayed. The members discussed in details about mentoring classes and a uniform mechanism for the same has been arrived at for all departments regarding the procedure and documentation of such classes. The meeting also discussed to communicate to the HODs to keep their departmental alumni list ready.

Resolutions and Action taken:

1. It has been unanimously decided to collect students' feedback on 27th Nov, 2020 (Friday) from 3rd and 5th semester.
 2. The committee members discussed in detail about mentioning classes and decided to follow a uniform format for all departments regarding documentation of such classes.
 3. A departmental alumni list was decided to be prepared by each department for NAAC purpose.
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Meeting 5

Date: 26/12/2020

Agenda:

- Taking stock of the progress of the seven criteria committees for preparation of Self Study Report (SSR) for NAAC accreditation by Governing body President and IQAC
- Discussion regarding Key indicators for preparation of SSR as per NAAC guidelines.

Proceedings:

The progress reports of the 7 criterion committees were presented by the respective conveners and they also articulated the problems encountered by them during data collection.

Resolutions and Action taken:

1. Each Department to prepare the Course outcome and Programme Outcome as per syllabus of their respective disciplines offered by the affiliating University.
 2. Mentoring Committee to be formed to provide guidance to the Departments regarding Mentoring Classes.
 3. AQAR from 2019-20 onwards to be presented before the Governing Body before final submission.
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