

**Proceeding of IQAC meeting held on 06/08/2018 held in the Principals' Chamber,  
Digboi College**

**Members Present:**

1. Dr. Dip Saikia, Prinsipal & Chairperson, IQAC
2. Mr. D. Bhattacharyya, President GB
3. Mr. K. N. Timsina
4. Mr. H. N. Sarma
5. Mr. J. Borgohain
6. Mr. Sriman Hazarika
7. Dr. A. C. Dutta
8. Dr. P. Bharali
9. Mr. P. Gogoi
10. Mr. P. K. Saikia
11. Mr Rahul Deka, General Secretary, DCSU
12. General Secretary, Alumni Association
13. Dr. J. Handique, Co-ordinator, IQAC



**Agenda of the meeting:**

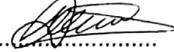
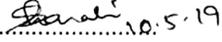
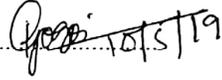
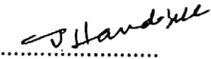
1. Fixation of Date and External evaluator for Academic and Administrative Audit.
2. Feedback from students
3. Preparation of AQAR for the session 2018-19
4. Misc

The meeting starts with the assumption of chair by Dr. Dip Saikia, Principal and Chairperson, IQAC. Dr. J. Handique, Co-ordinator, IQAC explains the objectives of the meeting. The committee takes up the agenda for discussion and decides the following:

1. The committee decides to conduct Academic and Administrative Audit on 28<sup>th</sup> and 29<sup>th</sup> November 2018 by external evaluator.
2. The panel of external evaluators are fixed as follow:
  - a) Dr. Bimal Barah, Principal, J. B. College (Autonomous), Jorhat
  - b) Dr. Chaytanya Bora, Principal, Tinsukia Commerce College, Tinsukia and
  - a) Dr. Amrit Gogoi, Ex-Principal, Duliajan College, Duliajan
3. Regarding Feedback from students, the committee suggests to complete the mechanism within the month of October 2018.
4. The meeting advices the Co-ordinator to prepare the AQAR for 2018-19 with the NAAC sub-committees and to submit it in time to NAAC with due approval of Governing Body.

The meeting concludes with thanks to the members.

Signature of the IQAC members attended in the meeting held on 10/05/2019 at 2 PM in the Principal's chamber:

1. Dr. Dip Saikia, Principal & Chairperson .....  10.5.19
2. Mr. D. Bhattacharyya, President GB, .....
3. Mr. H. N. Sarma .....  10.5.19
4. Mr. K. N. Timsina, ..... 
5. Dr. A. C. Dutta ..... 
6. Dr. P. Bharali .....  10.5.19
7. Mr. P. Gogoi .....  10.5.19
8. Mr. J. Borgohain .....
9. Mr. Sriman Hazarika ..... 
10. Mr. S. Das, GS, Alumni Association .....  10.5.19
11. Mr. P. K. Saikia ..... 
12. Mr Rahul Deka, GS, DCSU .....
13. Dr. J. Handique, Co-ordinator, IQAC ..... 

**Proceeding of IQAC meeting held on 10/05/2019 held in the Principals' Chamber,  
Digboi College**

**Agenda of the meeting:**

1. Implementation of last NAAC's recommendation
2. Implementation of CBCS
3. Celebration of Foundation Day
4. Automation of Library
5. Misc

Dr. Dip Saikia, Principal and Chairperson, IQAC, Digboi College presides over the meeting. Dr. J. Handique, Co-ordinator, IQAC explains the purpose of the meeting.

After threadbare discussion the committee decides the followings:

1. The committee goes through the last NAACs recommendations and suggest to
  - a) prepare long and short term prospective plan for the college.
  - b) appoint one more Physical education teacher.
  - c) Introduce more PG courses in the college
  - d) Introduce self financing course
  - e) Register the Alumni Association under the Society Registration Act
  - f) Expedite the activities of language lab
2. The meeting recommends offering only of Honours programme for all the courses in the college.
3. Regarding the celebration of Foundation Day of the college, the meeting suggests to start a memorial lecture in the name of one Assamese Scientist/historian etc.
4. The Academic and Administrative Audit report is placed and discussed in details. The meeting suggests for necessary follow up action on following:
  - a) Conversion of all subjects of UG to Honours programme
  - b) Consultancy services
  - c) Collaborative activities
  - d) Seed money for research
  - e) Automation of office management
5. The meeting suggests the completion of the automation of library work within July 2019.

The meeting concludes with thanks to the members.

**Members Present in the IQAC meeting held on 28/06/2019 held in the Principals' Chamber, Digboi College**

1. Dr. Dip Saikia, Prinipal & Chairperson, IQAC
2. Mr. D. Bhattacharyya, President GB
3. Mr. K. N. Timsina
4. Mr. H. N. Sarma
5. Mr. J. Borgohain
6. Mr. Sriman Hazarika
7. Dr. A. C. Dutta
8. Mr. P. Bharali
9. Mr. P. Gogoi
10. Mr. P. K. Saikia
11. Mr Rahul Deka, General Secretary, DCSU
12. General Secretary, Alumni Association
13. Dr. J. Handique, Co-ordinator, IQAC

  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....  
  
.....

**Proceeding of IQAC meeting held on 28/06/2019 held in the Principal's chamber,  
Digboi College**

The meeting starts with the assumption of chair by Dr. Dip Saikia, Principal and Chairperson, IQAC, Digboi College. The purpose of meeting is stated by Dr. J. Handique, Co-ordinator, IQAC. He says that the meeting is to discuss implementation of the last NAAC's recommendation and certain other thing that includes implementation of CBCS in the college from next academic session. Co-ordinator places the minutes of the last IQAC meeting and minute is unanimously approved.

The committee takes up the agenda for discussion and decides the followings:

1. Discussion on prospective plan for the college takes place. The Chairperson and Co-ordinator inform that for that purpose an IDP (Institutional Development Plan) committee has been formed with Dr. J. Changmai as Convenor. The meeting suggests that GS and President of Digboi College Students' Union be included in the IDP committee.
2. During the discussion on the topic of appointment of Sports instructor and Gym instructor, the committee suggests that alumni of the college Mr. Sushanta Duttagupta and Ranabir Nandi be approached.
3. Mr. J. Borgohain suggests that college can approach the ED, IOCL with some broad based projects. The committee discusses possible areas of MoUs with IOCL. These may include – Internship (summer and winter) and other areas.
4. The meeting suggests to open PG courses in Life-Science, Chemistry and English.
5. The committee suggests that Mr. Sanjoy Das be entrusted the charge of the Language Lab.
6. Discussion on Green Audit and Waste Management the meeting entrusts Mr. J. Borgohain for a plan on Green Audit and Waste Management.
7. The meeting resolved to contact NSD for drama workshop during summer and winter vacation.

The meeting concludes with thanks to the members.