



**DIGBOI COLLEGE, DIGBOI**

**RECORD OF  
MINUTES/PROCEEDINGS**

**SESSION: 2022-23**

**DEPARTMENT OF ASSAMESE**

**DIGBOI COLLEGE, DIGBOI**



ବିଭାଗୀୟ ମଠ

2nd Sessional Examination

29/10/2022

ତାରିଖ: ୨୯/୧୦/୨୦୨୨ ତାରିଖରେ ବିଭାଗୀୟ ବିଭାଗୀୟ  
ମହାଲକ୍ଷ୍ମୀ - ବିଭାଗୀୟ ବିଭାଗୀୟ ବିଭାଗୀୟ ବିଭାଗୀୟ  
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ଉତ୍ତରାଧିକାରୀ - ଶିକ୍ଷକ

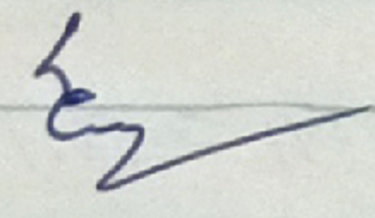
HS I Unit Test (2) and HS II Pre-final 26/4/2022

ତାରିଖ 26/04/2022 ତାରିଖ ଦିନ 2-00 ବଜାରେ  
ଫାଇନାଲ - ଉତ୍ତରାଧିକାରୀ - ଉତ୍ତରାଧିକାରୀ - ଉତ୍ତରାଧିକାରୀ - ଉତ୍ତରାଧିକାରୀ -  
ପ୍ରଥମ ପର୍ଯ୍ୟାୟ - ଦ୍ୱିତୀୟ - Unit Test ତାରିଖ - ଉତ୍ତରାଧିକାରୀ -  
ଦ୍ୱିତୀୟ - ପର୍ଯ୍ୟାୟ - Pre Final Test ସମ୍ପର୍କରେ ଏହିପରି ସୂଚନା -  
ଉପଲବ୍ଧ - ଅଟେ । ଉତ୍ତରାଧିକାରୀ ସମ୍ପର୍କରେ ଏହିପରି ସୂଚନା -  
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ଉତ୍ତରାଧିକାରୀ

ଉତ୍ତରାଧିକାରୀ ଉତ୍ତରାଧିକାରୀ



ଉତ୍ତରାଧିକାରୀ ଉତ୍ତରାଧିକାରୀ



ବିଭାଗୀୟ ସତର

17/01/2023

Sub: Departmental Routine / Syllabus Distribution

ଆଦେଶ ନଂ ୧୭/୨/୨୦୨୦ ତାରିଖର ବିଭାଗୀୟ ବିଭାଗୀୟ  
ସମ୍ବନ୍ଧୀୟ ନିର୍ଦ୍ଦେଶ/ନିର୍ଦ୍ଦେଶପତ୍ରର ଅନୁଯାୟୀ  
ସତର ଆବୃତ୍ତି ହେବ, ସତର ଆବୃତ୍ତିର ସମ୍ବନ୍ଧୀୟ ବିଭାଗୀୟ  
ସାଧ୍ୟ ସାଧ୍ୟ ଏବଂ Class distribution ଏବଂ Syllabus  
ସମ୍ବନ୍ଧୀୟ ସତର ଆବୃତ୍ତିର ନିର୍ଦ୍ଦେଶ - ସମ୍ବନ୍ଧୀୟ ନିର୍ଦ୍ଦେଶପତ୍ର  
ସମ୍ବନ୍ଧୀୟ ଏବଂ ନିର୍ଦ୍ଦେଶପତ୍ର ଦେଖି ଦିଆ ହେବ  
ନିମ୍ନରେ ଉଲ୍ଲେଖ କରାଯାଇଥିବା ଆବୃତ୍ତିର  
ଆବୃତ୍ତିର ନିମ୍ନ ଉଲ୍ଲେଖ କରାଯାଇଥିବା ବିଭାଗୀୟ  
ଏବଂ ବିଭାଗୀୟ ବିଭାଗୀୟ ନିର୍ଦ୍ଦେଶପତ୍ରର ଅନୁଯାୟୀ  
ନିର୍ଦ୍ଦେଶପତ୍ରର ଅନୁଯାୟୀ ଆବୃତ୍ତିର ନିମ୍ନ  
ନିର୍ଦ୍ଦେଶପତ୍ରର ଅନୁଯାୟୀ ଆବୃତ୍ତିର ନିମ୍ନ

ନିର୍ଦ୍ଦେଶପତ୍ରର ଅନୁଯାୟୀ -

୧) ବିଭାଗୀୟ

୨) ଦ୍ଵିତୀୟ ଶ୍ରେଣୀର ବିଭାଗୀୟ

୩) ଶ୍ରେଣୀର ବିଭାଗୀୟ

୪) ବିଭାଗୀୟ

୫) ବିଭାଗୀୟ



আন্তর্জাতিক মাতৃভাষা দিবস উৎসব

বক্তৃতা অনুষ্ঠান: মুখ্য বক্তা - মমুত বৰা ২২/২/২০২৩

আজি ইং ২০/০২/২০২৩ তারিখে ডিগবৈ মহাবিদ্যালয়ত অসমীয়া  
বিভাগৰ উদ্যোগত আৰু আন্তৰ্জাতিক মান নিৰ্দেশনা কোষত  
সহযোগত আন্তর্জাতিক মাতৃভাষা দিবস উৎসব (এই  
বক্তৃতা অনুষ্ঠানত আয়োজন কৰা হয়) দিনৰ ১১ বছৰৰ পৰা  
মহাবিদ্যালয় প্ৰোগ্ৰামত অনুষ্ঠিত বক্তৃতা অনুষ্ঠানটোৰ আঁত  
ঠেৰে বিলম্বীম শিৱক-ডঃ মুনাল কুমাৰ সৈয়ম। মহাবিদ্যালয়  
কাম-কামীয়ে পৰিবেশন কৰা চিৰ চেনেহী মোৰ ঘোৰা কামী  
সীতল-আৰম্ভণি কৰা অনুষ্ঠানটিত মুখ্য বক্তাৰূপে উপস্থিত  
মমুত-বিভাগীয় লেখক মমুত বৰা। মুখ্য বক্তাৰ আদৰ্শ  
আৰু উৎসাহত অদ্যন্ত পাদুত আদৰ্শ-চোখ অদ্যন্ত কৰে  
অন্তিম ডঃ দীপ-কাইকীয়াই। আদৰ্শী চোখত অস্তিমই অদ্যন্ত  
আদৰ্শ-উদ্যোগ-কামত মাতৃভাষা দিবসত আদ্যন্ত  
ব্যাপ্য কৰে। ডঃ লক্ষী দেৱীয়ে আঁত ঠেৰে অদ্যন্ত উদ্যোগী  
অনুষ্ঠানত অসমীয়া-বিভাগ-বিভাগীয় আদ্যন্ত-মমুত  
আৰু অসমীয়া-বিভাগ আয়োজিত বক্তৃতা অনুষ্ঠানত অস্তিম  
ডিগবৈ মহাবিদ্যালয় প্ৰকাশন কোষে প্ৰকাশ কৰি উদ্যোগ  
নিৰ্দ্ধ-সংকলন 'চিন্তা-বিচিন্তা' উদ্যোগ কৰে-মুখ্য বক্তা  
মমুত বৰাই। মুখ্য বক্তাৰ পৰিবেশন মমুত বৰা-ডাঃ  
কাম আৰু প্ৰোগ্ৰামী-ব্যক্তিগত আদ্যন্ত কৰে ডঃ  
মুনাল কুমাৰ সৈয়ম। মহাবিদ্যালয়ত মমুত শিৱক-  
কৰ্ণাটী আৰু তিনি অস্তিম কাম-কামীয়ে উপস্থিত  
অদ্যন্ত আৰ্শ-সমুহ অস্তিম, মুক্তিপূৰ্ণ তথা আৰ্শীয়  
বক্তৃতা-মুখ্য বক্তাৰূপীয়ে উপস্থিত অদ্যন্ত অস্তিম  
কৰি কাম।

অন্তিম বিনয়মুদ-অস্তিম অনুষ্ঠানটিত মাৰ্শন  
কৰে।

উদ্যোগ শিৱক-শিৱকীৰ মাৰ্শন

১/ দাদামুদাম

২/ মমুত বৰা

৩/ শিৱক

৪/ বিলম্বীম শিৱক

৫/ কাম

৬/ কাম

৭/ Kanan Bar

৮/ অস্তিম শিৱক

শিৱক - ২/০২/২০২৩



**DEPARTMENT OF BOTANY**

**DIGBOI COLLEGE, DIGBOI**

16/08/22

venue : Botany Dept.

A general meeting held today i.e. on 16<sup>th</sup> August 2022 amongs faculty members of Botany Dept., Digboi college to discuss about the following agenda.

- 1) course distribution and class routine for the new academic session.
- 2) Matter related to new admission of M.Sc. course and arrangement of M.Sc. 3<sup>rd</sup> sem classes.
- 3) Department preparation regarding NAAC peer team visit.
- 4) Miscellaneous

Sl. No

Name

Signature

1.

Dr. T. C. Datta

*T. C. Datta*

2.

D. M. Das

*D. M. Das*  
16.8.22.

3.

Dr. D. Das

*D. Das*  
16.8.22.

4.

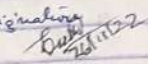


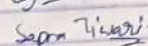
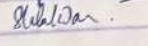
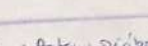
S. Tiwari

*Sapra Tiwari*  
16/8/22.

26/11/2022

venue: Dept. of Botany, Dighoi College.


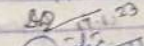
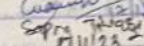
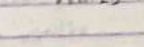
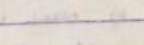
- A staff meeting called by HOD, dept. of Botany, Dighoi college to discuss about the following agenda
- 1) Discussion about meeting of Alumni Group of Botany, Dighoi college which is scheduled to be held on 27/11/2022
  - 2) Preparation of documents & dates of dept. for up coming peer team visit of NAAC
  - 3) Course progression of M.Sc. Life Sciences 1<sup>st</sup> & 2<sup>nd</sup> sem
  - 4) Miscellaneous

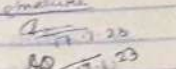
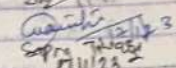
Sl. No.	Name	Signature
1.	Dr. T.C. Dutta, HOD	
2.	D.H. Das	
3.	Dr. D. Das	
4.	Mrs. M. Kalita	
5.	S. Tiwari	
6.	S. Talukdar	

Sl. No

Name

Signature

2	D. H. Das	
3	Dr. D. Das	
4	Mrs. M. Kalita	
5	Miss S. Tiwari	
6	Miss S. Talukdar	

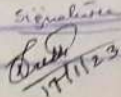
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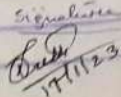
17/1/2023

venue: Dept. of Botany, Dighoi college

- A general staff meeting held on 17/1/2023 in the department of Botany, Dighoi college to discuss about the following agenda
- 1) Preparation of new academic session (2022-23)
  - 2) Dept. preparation for NAAC peer team visit.
  - 3) Miscellaneous

- In the meeting following decision are taken
- 1) class routine preparation and course distribution for the new academic session.
  - 2) Dept. need to take all measures for NAAC peer team visit and keeping records and documents

Sl. No.	Name	Signature
1	Dr. T.C. Dutta	

Signature  
  
 17/1/23

**DEPARTMENT OF CHEMISTRY**

**DIGBOI COLLEGE, DIGBOI**



Date 04/06/22

## Meeting of Faculty members

Time : 2:00 PM onwards

- Agenda :
1. Sessional Examination (2<sup>nd</sup>).
  2. Sem-VI Practical Examination.
  3. Observation of World Environment Day.

The resolution of the meeting held today has been recorded as

1. The 2<sup>nd</sup> sessional examination will be held u.e.f. 13/06/22 onwards and the last date of submission of question paper is 07/06/22. The names of the question paper setter against each paper will be the same as 1<sup>st</sup> sessional exam.
2. The Sem-VI (Hons) practical will be scheduled before theory papers. The tentative date of examination will be 20/06/22 onwards. The internal examiners are assigned as -
  - a) Paper - C-13 - NH.
  - b) " - C-14 - BS
  - c) " DSE-2 - NJK
  - d) " Project - AM.
3. For the celebration of World Environment Day on 05/06/22 the following programmes are to be scheduled



Meeting of Faculty Members :

Agenda : Distribution of course / curriculum delivery / course plan.

Date : 17/01/2022

Time 9:30 AM

A departmental meeting of faculty members has been held today. The meeting goes through the discussion of course distribution and course plans for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semesters (Core and Generic) for the session Jan-2023 to May 2023.

After discussion the meeting takes the decision to distribute the class routine to the students and to display in the notice board.

Faculty Members

Toneli Dutta

HOD, Dept. of Chemistry

1. Nagarajan

2. ~~NR~~

3. ~~B~~

4. ~~A~~



Meeting of Faculty Members

Date: 2/03/23

Agenda: Ist Sessinal Examination (11<sup>th</sup> / 4<sup>m</sup> / 6<sup>m</sup>.)

A departmental meeting of faculty members held today on dtd 2<sup>nd</sup> March 2023 resolved the name of paper setters for sessinal-I examination as follows.

Paper	Name of the teacher	Total Marks
1. P-C3	B. Sankia + A. Mahanta	26
2. P-C4	J. Datta + N. J. Khond	26
3. P-C62	N. Hazmika + B. Sankia + A. Mahanta	26
4. P-C8	N. Hazmika	26
5. P-C9	B. Sankia + A. Mahanta	26
6. P-C70	J. Datta + N. J. Khond	26
7. P-C64	J. Datta + N. J. Khond + N. Hazmika	26
8. P-C13	N. Hazmika	26
9. P-C14	B. Sankia + A. Mahanta	26
10. DSC-2	N. J. Khond + B. Sankia + A. Mahanta	26

- 1.
2. 02/3/23
3. 2/3/23
4. 02/3/23

02/3/23



Dept. of Chemistry




Meeting of Faculty Members.

Date : 27.03.23

Agenda : Slow / Advanced learner and Remedial / Tutorial classes.

Time : 2 PM.

A departmental meeting of faculty members has been held today to prepare the list of the name of students of slow and advanced learners based on sessional I result and normalisation rule, for Sem-II, IV and V (case) students. The meeting also goes through the discussion of commencement of Remedial and Tutorial classes for the slow and advanced learners w.e.f 01/04/23 onwards.

1. 
- 2.
3. 
4. 

N. Hazarika  
(N. Hazarika)  
HOD, Dept. of Chemistry.



Date: 17/04/2023

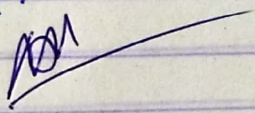
## Meeting of faculty members:

Agenda: 2<sup>nd</sup> Sessional Examination  
of 2S/4S/5S

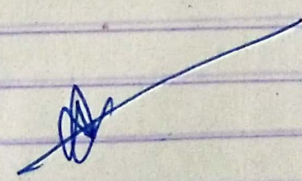
A departmental meeting of all faculty members held today on dated 17/04/2023 ~~2023~~ resolved the name of paper setters for sessional - II Examination as follows -

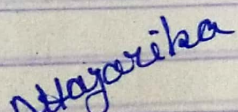
<u>Paper</u>	<u>Name of teacher</u>	<u>Total Marks</u>
1. C-3	AM + BS	26
2. C-4	NJK	<del>26</del>
3. GE-2	BS + NJK + AM	26
4. C-8	NH	26
5. C-9	BS + AM	26
6. C-10	JD + NJK	26
7. GE4	NH + NJK	26
8. C-13	NH	26
9. C-14	BS + AM	26
10. DSE-2	NJK + BS + AM	26

### Signature of Teachers:

1. Dr. N.J. Khound 

2. Dr. B. Saikia

3. Dr. A. Mahanta 

  
(N. Hazarika)

**DEPARTMENT OF ECONOMICS**

**DIGBOI COLLEGE, DIGBOI**



A meeting was held in the department of economics, Digboi College to discuss the following important matters.

1. Course distribution and class management
2. Special paper related under CBCS framework
3. Sessional exam related
4. Miscellaneous

Date: 10/08/2022

Time: 3:30 PM

Signature of the teachers

1. Dr. M. Sharma

2. M. M. Gogoi

3. S. Gogoi

4. K. Phukan

5. S. Hazang.

Mh.

Gogoi

Gogoi

Phukan

Hayang

A departmental meeting was held on 3/01/2023 to discuss the following matters.

1. Departmental preparation for upcoming NAAC visit.

2. Sharing of NAAC PTV related activities, duties and responsibilities among the faculty members.

3. Departmental developmental and beautification work.


4. Miscellaneous.

Date: 03/01/2023

Time: 9:30 A.M.

Signature of the faculty members

1. Dr. M. Sharma



2. M.M. Gogoi



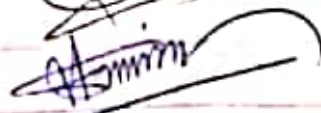
3. S. Gogoi



4. K. Phukan



5. S. Hazong.





Minutes of the Meeting held on 3rd. March, 2023

Date: 03/03/2023

A meeting was held in the Department of Economics, Digboi College to discuss the following matters:

1. Question paper setting for sessional exam
2. Others


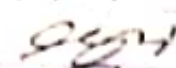

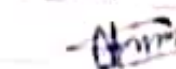

Resolutions: The meeting has decided to distribute the paper setting works as:

a) Paper C<sub>3</sub> — M.M. Gogoi  
Paper C<sub>4</sub> — Dr. M. Sharma  
GEC<sub>2</sub> — K. Phukan  
Macro (Com) — S. Hajong

b) Paper C<sub>8</sub> — S. Gogoi  
Paper C<sub>9</sub> — M.K. Gogoi  
Paper C<sub>10</sub> — K. Phukan  
GEC<sub>4</sub> — M. Sharma  
Indian Eco. (Com) — S. Hajong

c) Paper C<sub>13</sub> — S. Gogoi  
Paper C<sub>14</sub> — K. Phukan  
DSE 3 — M. Gogoi  
DSE 4 — S. Hajong

Name and signature of the Teachers:

1. Dr. M. Sharma	—	
2. M.M. Gogoi	—	
3. S. Gogoi	—	
4. K. Phukan	—	
5. S. Hajong	—	

**DEPARTMENT OF ELECTRONICS**

**DIGBOI COLLEGE, DIGBOI**

# Departmental Meeting

## Department of Electronics

### Digboi College

Venue: Department of Electronics

Time: 12:00  
Date: 11-08-2022

Following the instructions from the Principal for commencing regular classes from 17 August 2022, a Departmental meeting was held on 11-08-2022 among the faculty members of the Department and following resolutions were taken:

- Each faculty has to take three hours of classes one hour for each semester per day.
- Course distribution are as follows:

#### Course Distribution

Session: Odd Semester 2022-23

Faculty Name	Semester	Paper to Teach
Dr. Jayanta Handique	1st	C1
	3rd	C5, SEC (Unit-1,2)
	5th	C12
Dr. Nabadweep Chamuah	1st	C2 (Unit 1, 2,4)
	3rd	C6, SEC (Unit-3)
	5th	C11, DSE-2(Unit 2,4)
Mr. Ankit Chhetri	1st	C2 (Unit 3)
	3rd	C7, SEC (Unit-4)
	5th	DSE-1, DSE-2(Unit 1,3)

- It is also decided to organize student seminar in the month November 2022 and topic of the seminar will be assigned to the students in due course of time.

- J. Handique J. Handique
- N. Chamuah. (Nabadweep Chamuah)
- A. Chhetri (Ankit Chhetri)

# Departmental Meeting

## Department of Electronics

### Digboi College

Venue: Department of Electronics

Time: 10:00  
Date: 15-09-2022

A Departmental meeting was held on 15-09-2022, among the faculty members of the Department under the Chairmanship of HoD and following decisions were taken:

3. As the first sessional exam will be held from 27 September 2022, therefore the faculty members will set the question Papers of their respective subjects teach and will submit the same by 23-09-2022.
4. The remaining course need to be completed before Second sessional so that whole syllabus can be included in the same. And also decision to set question paper for second sessional was taken on the same day, i.e., every faculty members will set the question Papers of their respective subjects and submit it 5-6 days before the Second sessional starts.

1. J. Handie J. Handie
2. Channul (Nabadweep Channul)
3. Ankit Chhetri (Ankit Chhetri)



# Departmental Meeting

## Department of Electronics

### Digboi College

Venue: Department of Electronics

Time: 10:00 am  
Date: 17-01-2023

Following the instructions from the Principal for commencing regular classes from 18 January 2023, a Departmental meeting was held on 17-01-2023 between faculty members of the Department and following resolutions were taken.

1. Each faculty has to take three hours of classes one hour for each semester per day.
2. Course distribution are as follows:

#### Course Distribution

Session: January 2023 – June 2023

Faculty Name	semester	Paper to Teach
Dr. Jayanta Handique	2 <sup>nd</sup>	C4 (Unit 3,4)
	4 <sup>th</sup>	C8 (All units), SEC-II (Unit 1, 2)
	6 <sup>th</sup>	C-13 (Unit 3, 4), C14 (Unit 3,4)
Dr. Nabadweep Chamuah	2 <sup>nd</sup>	C4 (Unit 1, 2)
	4 <sup>th</sup>	C9 (All units), SEC-II (Unit 3)
	6 <sup>th</sup>	DSE-3(All Units)
Mr. Ankit Chetry	2 <sup>nd</sup>	C3 (All Units)
	4 <sup>th</sup>	C10 (All Units), SEC-II (Unit 4)
	6 <sup>th</sup>	C-13(Unit 1,2), C14 (Unit 1, 2),

3. It is also decided to organize student seminar in the month May 2023 and topic of the seminar will be assigned to the students in due course of time.

*Anand  
Chetry*

**DEPARTMENT OF ENGLISH**

**DIGBOI COLLEGE, DIGBOI**

# MEETING OF THE DEPARTMENT OF ENGLISH

Dated : 18.08.2022 Time : 10.00 AM

The meeting started with the HoD on the chair. The following resolutions were taken :

(i) The course distribution for First Semester  
Course code : 10100 Course 1 : Indian classical  
literature is as follows :

UNIT 1 : Classical Sanskrit Drama : Kalidasa  
Abhijnana Shakuntalam — P.B.

UNIT 2 : Epic Sanskrit literature : Vyasa  
'The Dicing & The sequel to Dicing —  
Mr. Sanjay Das — ~~18.8.2022~~

UNIT 3 : Sanskrit Drama - Sudraka Mrich-  
akatika : Mr. J.D. Dutta. ~~18/8/22~~

UNIT 4 : Classical Assamese Drama - Shankar-  
adevar, Parijat Harana - Mr. S. Das  
— ~~18.8.22~~

Course code : 10200 Course 2 : European  
classical literature

Unit 1 classical Greek Epic - The Homers,  
The Iliad - Dr. C. Chatterjee

UNIT 2 Classical Greek Tragedy - Sophocles  
- GB. ~~18/8/22~~

UNIT 3 classical Roman Comedy - Plautus  
Pot of Gold - BRP  
~~18/8/2022~~



PROCEEDINGS OF DEPARTMENTAL MEETING  
HELD ON 02.01.2023. Time 2 PM

The meeting started with the HoD on the chair who laid the objectives of the meeting

- (1) Preparation for NAAC Peer Team Visit
- (2) Distribution of Course Syllabus for Sem II, IV and VI.
- (3) Conduction Evaluation of HS I & HS II year answer scripts.

The following resolutions were taken :

Resolution 1 :-

The meeting decided to distribute the course for B.A. sem II, IV and Sem VI English honours as the classes will commence from 17<sup>th</sup> January 2023. The distribution is as follows :

Sem II : course code : 20100

INDIAN WRITING IN ENGLISH

UNIT 1 : The English Teacher : G.B.

UNIT 2 : Anita Desai In Custody : J.D.

UNIT 3 : Poetry : G.B/PB

UNIT 4 : Short stories P.B.

Paper : 20200

UNIT 1 : Poetry - BRP

UNIT 2 : Drama - BRP

UNIT 3 : Shakespeare's Tragedy - CC

UNIT 4 : Shakespeare's Comedy - SD



Mr. Sanjay Des suggested to update all the files related to Alumni of our department. Besides he emphasized that the specific achievements of departmental Alumni must be highlighted to the notice of all.

Mr. G. Buragohain appealed all the teachers to be present especially during winter break so as to complete and finalize all the Departmental profile works before the Peer Team visit. Mrs. Babyrita Meam spoke about the progress of the Departmental magazine and she would appeal the students to contribute articles for the issue. Dr. P. Bherali appealed to the Faculty members to contribute books for the Departmental library. Dr. C. Chelie suggested that the students especially of Sem V need to come to the department regularly so that the Wall magazine is ready before the opening of the new session — 17th Jan 2023.

The HoD at the end of the meeting offered the vote of thanks anticipated the support and cooperation of all the faculty members in materializing the set plans before the NAAC visit.

Dus  
21/01/2023

21/01/2023

21/23

21/01/23

PROCEEDINGS OF THE DEPARTMENTAL MEETINGS  
WITH THE STUDENTS OF SEM II, IV & VI.

DEPARTMENT OF ENGLISH

DIGBOI COLLEGE, DIGBOI - 786171.

Dated 25<sup>th</sup> March 2023 (12 noon)

The meeting started with HoD on the chair. Dr. P. Bherali Associate Professor laid the objectives of the meeting. Dr. P. Bherali & Mrs. Babyritu Patra Phukan spoke about the Remedial classes that started on from 23rd March 2023. The slow learners were asked to attend the classes regularly from 8 AM to 9 AM. The HoD Mr. J. D. Dutta requested the students to bring their Parents/Guardian's on 28/3/2023 for the Interaction Meeting with the Peer Team Member. Further, Dr. Bherali related the names of the Members who will visit Digboi College on 28<sup>th</sup> March 2023 & 29<sup>th</sup> March 2023.

NAAC PEER TEAM :

Dr. N V. Kalyankar Chairperson ; Dr. Aftab Alam Member Coordinator and Dr Raju George Member.

The meeting ended with the vote of thanks from the chair.

TEACHERS PRESENT :-

1. Mrs. B. R. Phukan
2. Dr. P. Bherali
3. Mr. G. Buragohain
4. Mr. J. D. Dutta HoD
5. Mr. S. Dal
6. Dr. C. Chetia.

~~Pres  
25/3/2023~~

~~Pres  
25/3/2023~~

~~Pres  
25/3/23~~



MEMBERS PRESENT IN THE MEETING  
DEPARTMENT OF ENGLISH

Dated : 02.01.2023 - 2 PM

(i) Baby Ritu Phukan - B.P.

(ii) P. Bharali - B.P.

(iii) Gauri Buragohain

Dr. K. K. Das  
21/1/23

(iv) Jayantadeep Dutta, HoD

Dr. K. K. Das  
21/1/23

(v) Sanjay Das

Dr. K. K. Das  
21/1/23

(vi)

PROCEEDING OF THE DEPARTMENTAL MEETING  
HELD ON 22nd March 2023 2PM.

The meeting started with the HOD on the chair. HOD narrated the objectives of the meeting and the following resolutions were taken :-

RESOLUTION NO. 1

The meeting decided to start the remedial classes for the slow learners and the classes will start from 23.03.2023. The meeting approved the routine for Remedial classes.

Remedial Routine :

<u>DAYS</u>	<u>SEM II</u>	<u>SEM IV</u>	<u>SEM VI</u>
MON	JD	GB	SD
TUES	BRP	PB	CC
WED	SD	JD	GB
THUR	CC	BRP	PB
FRI	GB	SD	JD
SAT	PB	CC	BRP

RESOLUTION 2 :-

The Meeting decided to take extra class for the students who secured less marks in their previous University exam.

RESOLUTION 3 :

The meeting also decided to conduct a national seminar specially for the students soon after their final exam and the date of the seminar to be fixed only after the meeting of the Academic Board Sigha College.

24/3/2023  
HOD

22/3/2023

24/3/23

24/3/23

MEMBERS PRESENT : 22.03.2023 (20)

1. Mrs. Baby Ritu Phelon - BD 22/03/2023
2. Dr. Pabitra Bherali - Bani 22.3.23
3. Mr. Gauri Buregokein - Sabudani 22/04/23
4. Mr. J. D Dutte HOD - Bur 22/3/2023
5. Mr. Sanjoy Das - S
6. Dr. Chandene Chetia -

**DEPARTMENT OF GEOGRAPHY**


**DIGBOI COLLEGE, DIGBOI**

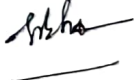


## Meeting Minutes of June-December 2022 (Odd Semester)

**Dated: 20/06/2022**

1. The course has been distributed half according to the two teachers of the department in case of 1<sup>st</sup> & 3<sup>rd</sup> semester
2. Decision has been taken to organize a Group discussion for 1<sup>st</sup> semester on the topic of "Developmental activities increase the rate and intensity of disaster Climate according to their course curriculum in the 1<sup>st</sup> week of November.
3. Decision has been taken to organize a classroom seminar for 3<sup>rd</sup> semester on Climate Change according to their course curriculum in the 1<sup>st</sup> week of November.
4. Decision has been taken to assign a home assignment for the students of 1<sup>st</sup> and 3<sup>rd</sup> semester in the month of October.


  
20/06/22  
(Narayana K. Dm.)


  
20/06/22  
(Dr. S. B. Sultia.)

**Minutes of meeting before 1st Sessional examination 2022 (Odd Semester)**

**Date: 19/09/2022**

1. Decisions have been taken to setting test papers GE-01, GE-03 by Dr. Sangeeta Boruah Saikia and Narendra Kumar Das 20 marks each organizing questions as 1 marks 2 nos., 4 marks 4 nos. and 9 marks 2 nos. for 2<sup>nd</sup> & 4<sup>th</sup> Semester according to progression in syllabus.
3. Decision has also been taken for evaluating the answer scripts for the concern teachers according to their paper setting. 1<sup>st</sup> & 3<sup>rd</sup> semester by DR. Sangeeta Boruah Saikia and Mr. Narendra Kumar Das.

  
19/9/22  
(Narendra Kumar Das)

  
19/09/22  
(Dr. S. B. Saikia)



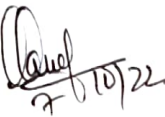
## Minutes of meeting after 1st Sessional examination 2022 (Odd Semester)


07/10/2022

1. After evaluation it has been revealed that in the 1<sup>st</sup> semester among 44 students 10 students & in the 3<sup>rd</sup> semester among 42 students 2 students have secured less marks and are selected for remedial classes.

1. Decision has been taken to evaluate the answer scripts by the teachers according to their course distribution.

2. The evaluated answer scripts have also been decided to distribute among the students for their feedback.

  
7/10/22  
(Nazendra K. Pan.)

  
7/10/22  
(Dr. S. B. Saikia.)

**Minutes of meeting before 2<sup>nd</sup> Sessional examination 2022 (Odd Semester)**

**Date: 01/11/2022**

1. Decisions have been taken to setting test papers GE-01, GE-03 by Dr. Sangeeta Boruah Saikia and Narendra Kumar Das 20 marks each organizing questions as 1 marks 2 nos., 4 marks 4 nos. and 9 marks 2 nos. for 1<sup>st</sup> & 3<sup>rd</sup> Semester according to progression in syllabus.
3. Decision has also been taken for evaluating the answer scripts for the concern teachers according to their paper setting. 1<sup>st</sup> & 3<sup>rd</sup> semester by DR. Sangeeta Boruah Saikia and Mr. Narendra Kumar Das.

*Narendra Kumar Das*  
1/11/22

(Narendrakumar Das)

*S. B. Saikia*

1/11/22

(Dr. S. B. Saikia.)

**Minutes of meeting after 2<sup>nd</sup> Sessional examination 2022 (Odd Semester)**

**15/11/2022**

1. Decision has been taken to evaluate the answer scripts by the teachers according to their course distribution.
2. The evaluated answer scripts have also been decided to distribute among the students for their feedback.

  
15/11/22

(Narendra K. Dan.)



15/11/22

(Dr. S.B. Sainia.)



Meeting Minutes of January-May 2023 (Even Semester)

Dated: 18/01/2023

1. The course has been distributed half according to the two teachers of the department in case of 2nd & 4th semesters
2. Decision has been taken to organize a seminar for 2nd semesters on Climate Change according to their course curriculum in the 2nd week of April.
3. Decision has been taken to organize a classroom seminar for 4th semester on Industrial geography according to their course curriculum in the 2nd week of April.
4. Decision has been taken to assign a home assignment for the students of 2nd and 4th semester in the 3rd week of March.

18/1/23  
(Narendra K. Sen.)

18/1/23  
(Dr. Lajeta B. Seeha.)

Minutes of meeting before 1st Sessional examination 2023 (Even Semester)

Date: 04/03/2023

1. Decisions have been taken to setting test papers GE-02, GE-04 Ty Dr. Sangeeta Boruah Saikia and Narendra Kumar Das 20 marks each organizing questions as 1 marks 2 nos., 4 marks 4 nos. and 9 marks 2 nos. for 2<sup>nd</sup> & 4<sup>th</sup> semester according to progression in syllabus.
2. Decision has also been taken for evaluating the answer scripts for the concern teachers according to their paper setting 2<sup>nd</sup> & 4<sup>th</sup> semester by DR. Sangeeta Boruah Saikia and Mr. Narendra Kumar Das.

Said  
04/03/23  
(Narendra K. Das)

Saikia.  
04/03/23  
(Dr. Sangeeta B. Saikia)

Minutes of meeting after 1st Sessional examination 2023 (Even Semester)

Dated: 21/03/2023

1. After evaluation it has been revealed that in the 2nd semester 7 students among 41 students & in the 4th semester among 41 students 12 students have secured less than 50% marks and are selected for remedial classes.
2. Decision has been taken to evaluate the answer scripts by the teachers according to their course distribution.
3. The evaluated answer scripts have also been decided to distribute among the students for their feedback.

S. S. S. S.

21/03/2023.

(Dr. Jagata B. Saha)



**DEPARTMENT OF HINDI**  
**DIGBOI COLLEGE, DIGBOI**

22.06.2022 . आज दिनांक 22.06.2022 को रक्त  
नं 1 में दोषधर दो वज से 233 विभागीय  
बैठक हुई जिसमें कुल यानि 21.06.2020  
को हुई विभागाध्यक्षों के साथ प्रिंसिपल  
की बैठक को लागू करने में हुए निर्णय को  
लागू करने का निर्णय लिया गया। विभागाध्यक्षों  
के साथ हुई बैठक में 60% से कम होने  
वाले उपस्थित होने वाले छात्रों को महाविद्यालय  
अभिभावक को बुलाने का निर्णय हुआ  
था। हमारे विभाग में 4th Sem के केवल 233  
छात्र का इस बैठक में भाग है जिसकी सूचना  
दे दी गई। और 25.06.2022 को सुबह  
को 14 वजे उपस्थित होने को कहा गया है।

प्रदीप कुमार भारती  
विभागाध्यक्ष हिंदी

22.06.2022

प्रदीप कुमार

22.06.2022

18.08.2022 आज दिनांक 18.8.2022 को सुबह-9.00 बजे से शाम 1 में एक विभागीय बैठक हुई जिसमें अगले माल यात्रा 18.08.2022 से होने वाले माल की रूपरेखा तैयार की गई। साथ ही नये माल से शुरू होने वाले माल का Class Distribution और Coarse distribution किया गया। साथ माल को सुचारु रूप से चलाने का निर्णय लिया गया।

परीप कुमार भारती  
विभागाध्यक्ष हिंदी,  
18.08.2022

प्रतिपा/SHK  
18.08.2022



17.09.2022

17.09.2022  
आज दिनांक 17.09.2022 को सुबह 10 बजे के  
बचपन संख्या 1 दस्ता के एक विभागीय कक्षा  
के निम्न - 25.09.2022 को होने वाले 1st  
अनुष्ठापन के अवधिगत विषयों के लिए  
अने वक्तव्य संसार से फिर करने के लिये कोष  
सहजता करी। विषय का संरचना निम्नलिखित है।

श्री पी. व. कुमार मारुती  
विभागाध्यक्ष हिंदी  
17.09.2022

आशा 11/09/22  
17/09/2022

डा० श्री पी. व. कुमार मारुती	डा० म. लक्ष्मी मारुती
1st Sem - C-1	1st Sem - C-2
	1st Sem - MIL
2nd Sem - C-5 C-7	3rd Sem - C-6
5th Sem - C-12	5th Sem - C-11
DSE - 02	5th Sem - DSE - 01
H.S. 2nd yr MIL	H.S. 1st yr MIL

डा० श्री पी. व. कुमार मारुती  
हिंदी विभागाध्यक्ष  
17.09.2022

14.01.2023 आज दिनांक 14.01.2023 को 12 वजे से  
विभाग में एक बैठक हुई जिसमें आने वाले सत्र  
के पाठ्यक्रम के बॉरवार, Class का बॉरवार  
के साथ ही NAAC के अंश आगमन की  
हैयारी के उप-चर्चा हुई। यह निर्णय  
लिया गया की NAAC Visit की लिए समय  
पर हैयारी कर ली जाय। साथ ही कल तक Notice  
Board पर Syllabus Distribution एवं Class  
Distribution चिपकाने का निर्णय लिया गया।

प्रदीप कुमार भारती  
विभागाध्यक्ष हिंदी  
14.01.2023

पुस्तकालय प्रमुख  
14/01/2023

04.03.2023 आज दिनांक 04.03.2023 को दोपहर दो  
बजे से हिंदी विभाग में एक विभागीय बैठक  
हुई जिसमें 2nd/4th/6th Sem. के 1st  
Sessional Exam को लेकर प्रश्न पत्र हैयार  
करना और NAAC के Revisit की हैयारियों  
पर-चर्चा हुई। अभी तक के पाठ्यक्रम की  
फर्माई पर संशोधन व्यक्त किया गया। तथा 9  
मार्च 2023 तक Question Paper हैयार कर  
उप-प्रचार्य को देने की बात हुई। साथ ही  
कौन व्यक्ति कौन सा Question Paper हैयार  
करेगा इसका बॉरवार भी किया गया।

प्रदीप कुमार भारती  
विभागाध्यक्ष हिंदी  
04.03.2023

पुस्तकालय प्रमुख  
04.03.2023

**DEPARTMENT OF MATHEMATICS**

**DIGBOI COLLEGE, DIGBOI**



## NOTICE

Ref No.: DM/22/03

**Dated: 01.06.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 01.06.2022, Thursday, to transact the following agenda.

Kindly do present in the meeting with your active participation please.

### **AGENDA:**

1. Farewell to the outgoing batch.

**Date:** 01/06/2022

**Time:** 8:30 am

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

## **Proceedings of the Departmental Meeting (DM) held on 01-06-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. It has been decided to arrange a farewell programme for the batch 2019-2022 on 4<sup>th</sup> June 2022. A felicitation ceremony for Triranka Gogoi for qualifying JAM-2022 shall also be organized.
2. The certificate for the winners of Essay-writing competition shall be distributed on the same day.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

## NOTICE

Ref No.: DM/22/04

**Dated: 22.06.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 22.06.2022, Wednesday, to transact the following agenda.

Kindly do present in the meeting with your active participation please.

### **AGENDA:**

1. Parents' Meeting of B.Sc. 2<sup>nd</sup> and 4<sup>th</sup> Semester students.
2. Academic Matters.

**Date:** 22/06/2022

**Time:** 12:00 pm

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry



## **Proceedings of the Departmental Meeting (DM) held on 22-06-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. As per the directives of the Academic Board Meeting\* held on 21/06/2022 (Memo No: Dig/Col/Notice/2022/57), it has been decided to arrange a parents' meeting for the concerned students of 2<sup>nd</sup> and 4<sup>th</sup> Semester of B.Sc. whose class attendance (subject/paper wise) falls below 60%. The dates of the meetings have been fixed as per the directives.
2. It has also been decided to arrange a Parents' Meeting for the concerned students who have performed poorly in the previous End Semester Exams.
3. For the Course Outcome of the students from 1<sup>st</sup> to 6<sup>th</sup> Semester for the period from 2016-17 to 2020-21, required for SSR of NAAC, the Department shall submit the marks obtained in the End Semester Examination(subject/paper) to the concerned authority on or before 30<sup>th</sup> June 2022.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

**OFFICE OF THE PRINCIPAL::DIGBOI COLLEGE, DIGBOI**

Memo No: Dig/Col/Notice/2022/57

Date: 21/06/2022

**Notice***(In pursuance to the decision of Academic Board Meeting held on 21<sup>st</sup> June 2022)*

1. All HoDs are hereby requested to submit the Class Attendances of their students of 2<sup>nd</sup> & 4<sup>th</sup> Semester of B.A./B.Sc./B.Com (subject/paper wise) indicating categories A/B/C/D against the student to the Principal on or before **23<sup>rd</sup> June 2022**.

Category A: attendance above 60%Category B: attendance from 40 % to 59%Category C: attendance from 20 % to 39%Category D: attendance below 20%


1. All HoDs are requested to arrange the **Parents' Meeting** for their concerned students of 2<sup>nd</sup> & 4<sup>th</sup> Semester of B.A./B.Sc./B.Com who have class attendances bellow 60% (subject/paper wise) as per following schedule and submit the list of the students whose parents attended the meeting to the Principal on or before **27<sup>th</sup> June 2022**:

Class	Subject	Date	Time
2 <sup>nd</sup> Semester	Honours	24 <sup>th</sup> June 2022 (Friday)	11AM -12.30PM
B.A./B.Sc./B.Com	Generic	24 <sup>th</sup> June 2022 (Friday)	12.30PM- 2 PM
4 <sup>th</sup> Semester	Honours	25 <sup>th</sup> June 2022 (Saturday)	11AM -12.30PM
B.A./B.Sc./B.Com	Generic	25 <sup>th</sup> June 2022 (Saturday)	12.30PM- 2 PM

The HoDs are requested to carry out the following in the above said Parents' Meeting:

- The Parent (not guardian) of each student has to meet the Head of concerned department as per above said schedule.
  - Each student of 2<sup>nd</sup> & 4<sup>th</sup> Semester who has attendance bellow 40% (subject/paper wise) has to sign an **Undertaking** counter signed by his/her parent in the above said meeting.
  - Each student of 2<sup>nd</sup> & 4<sup>th</sup> Semester who has attendance bellow 20% (subject/paper wise) has to produce an **Affidavit explaining the reasons for his/her poor class attendance** along with the above said **Undertaking**.
  - Each student of 2<sup>nd</sup> & 4<sup>th</sup> Semester of B.A./B.Sc./B.Com who have class attendances bellow 60% (subject/paper wise) has to **pay fine to the college office** per Subject/Paper as decided by the Academic Board held on 21/06/.
  - All the concerned students have to obey above directives, otherwise their admit cards will not be issued**
2. In order to analysis the Course Outcome of the students of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Semester of B.A./B.Sc./B.Com for the period from 2016-17 to 2020-21 required for SSR of NAAC, **all HoDs are hereby requested to submit the marks obtained in the End Semester Examination (subject/paper)** as per following format to IQAC on or before **30<sup>th</sup> June 2022**.

Department	Year	Subject /Paper	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> / 4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup> Semester	Name of the student	Marks obtained in the End Semester Examination
	2016-17				
	2017-18				
	2018-19				
	2019-20				
	2020-21				

  
Principal, Digboi College  
*Principal*  
Digboi College, Digboi

## NOTICE

Ref No.: DM/22/05

**Dated: 25.06.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 27.06.2022, Wednesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discussion on Parents' Meeting of B.Sc. 2<sup>nd</sup> and 4<sup>th</sup> Semester students held on 24<sup>th</sup>-25<sup>th</sup> June, 2022.
2. Academic Matters.

**Date:** 27/06/2022

**Time:** 11:00 am

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry



## **Proceedings of the Departmental Meeting (DM) held on 27-06-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. A Parents' Meet of the concerned students who had poor attendance and those who performed poorly in the End Semester Exams was organized successfully on 24<sup>th</sup>-25<sup>th</sup> June 2022. An undertaking was signed by the students declaring that they shall attend classes regularly from the next semester onwards and keep their attendance as required by the college.
2. The following students have left the course:
  - (a). Avinash Sahani, Sem I (confirmed over phone)
  - (b). Bulbul Mann, Sem I (confirmed over phone)
  - (c). Rahul Singha, Sem I (application received)
  - (d). Saikot Chakraborty, Sem I (application received)

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

## NOTICE

Ref No.: DM/22/06

**Dated: 16.08.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that an emergency Departmental Meeting (DM) is being convened on 16.08.2022, Tuesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### AGENDA:

1. Academic Matters for Odd Semester 2022.
2. Course Distribution for HS and Odd Semester 2022.
3. Commencement of Odd Semester Classes.

**Date:** 16/08/2022

**Time:** 12:00 pm

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### Faculty Members:

### Signature(s)

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

## **Proceedings of the Departmental Meeting (DM) held on 16-08-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. Dr. J. Lahkar informed the members that 17 number of students have enrolled for the course B.Sc. in Mathematics for the Academic Session 2022-2023. After productive discussions in all other matters the following decisions were accepted unanimously:

1. Course Distribution\*
  - a. JL: C1, C7, DSE-1, HS II(Sc.).
  - b. MB: C6, C12, HS I(Sc./Arts/Comm.), HS II(Sc./Arts/Comm.).
  - c. BC: C2, GE-1, GE-3, C11, HS I(Sc./Arts/Comm.), HS II(Sc./Arts/Comm.).
  - d. ASC: C2, C5, DSE-2, HS I(Sc./Arts/Comm.), HS II(Sc./Arts/Comm.).
  - e. NT\*: GE-1, GE-3, HS I(Sc./Arts/Comm.), HS II(Sc./Arts/Comm.).
2. As per the directives of the Office of the Principal, Digboi college vide Memo No. Dig/Col/Notice/2022/85, the regular classes for B.Sc. 3<sup>rd</sup> Semester, B.Sc. 5<sup>th</sup> Semester, and HS 2<sup>nd</sup> Year shall start from 18<sup>th</sup> August 2022. The regular classes for B.Sc. 1<sup>st</sup> Semester and HS 1<sup>st</sup> Year shall however start from 22<sup>nd</sup> August 18, 2022.
3. The Head of Department shall write a letter to the principal requesting for an additional faculty(contractual) in the Department.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

\*NT: New Teacher



## NOTICE

Ref No.: DM/22/07

**Dated: 26.08.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that an emergency Departmental Meeting (DM) is being convened on 26.08.2022, Friday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### AGENDA:

1. Discuss the matter placed by the Principal at HoD meeting.

**Date:** 26/08/2022

**Time:** 12:00 pm

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### Faculty Members:

### Signature(s)

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry

## **Proceedings of the Departmental Meeting (DM) held on 26-08-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. As per the directives of the Office of the Principal, Digboi college at HoD meeting on 25<sup>th</sup> August 2022, the first sessional examination is to be conducted tentatively on 26/09/2022 and the second Sessional shall be conducted tentatively on 10/11/2022.
2. General Freshers is to be held on 10/09/2022. The General elections for the students' council shall be held on 15/10/2022.
3. As per the Academic Calender of Dibrugarh University, End Semester Examination is expected to be held from 21/11/2022.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Abhishek Nath

## NOTICE

Ref No.: DM/22/08

**Dated: 22.11.2022**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that an emergency Departmental Meeting (DM) is being convened on 23.11.2022, Wednesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discuss the matter placed by the Principal and IQAC Coordinator at IQAC meeting.
2. Discussion on Celebration of National Mathematics Day on 22/12/2022

**Date:** 23/11/2022

**Time:** 9:10 am

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 23-11-2022**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. As per the directives of the Office of the Principal and IQAC, Digboi college at meeting on 22<sup>nd</sup> November 2022, all the documents are to be made ready.
2. The documents required for NAAC Assessment are ready and is to be rearranged in due time.
3. The National Mathematics Day will be celebrated by the department in Digboi High School in collaboration with Digboi College Mathematical Forum (DCMF) and Digboi High School on 22<sup>nd</sup> December, 2022.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/01

**Dated: 17.01.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that an emergency Departmental Meeting (DM) is being convened on 17.01.2023, Tuesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discuss the matter placed by the Principal in the Academic Board meeting.

**Date:** 17/01/2023

**Time:** 12:10 pm

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 17-01-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. As per the directives of the Office of the Principal the class routine and course distribution are to be done accordingly as per Academic Calendar.
2. The documents required for NAAC Assessment are ready and is to be rearranged in due time.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## NOTICE

Ref No.: DM/23/02

**Dated: 09.03.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 10.03.2023, Friday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discussion on celebration of International Pi Day, 2023

**Date:** 10/03/2023

**Time:** 02:00 pm

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 10-03-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions the following decisions were accepted unanimously:

1. As Sessional Exam is going to be held from 13/03/2023 onwards, the celebration of International Pi Day, 2023 will be on 18/03/2023 instead of 14/03/2023.
2. A Quiz Competition will be organized along with a Talk and Pi recitation Competition on the occasion of Pi Day.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/03

**Dated: 03.04.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 04.04.2023, Tuesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### AGENDA:

1. Discussion on Conduction of Parents-Teachers Meeting, 2023

**Date:** 04/04/2023

**Time:** 12:00 noon

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### Faculty Members:

### Signature(s)

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 04-04-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions the following decisions were accepted unanimously:

1. As per the directives of the Academic Board Meeting held on 1<sup>st</sup> April 2023, a Parents' Meeting will be organized for the students whose attendance is below 60% and those students who have performed poorly in the previous End Semester Examination.
2. Parents' meeting of 4<sup>th</sup> Sem and 2<sup>nd</sup> Sem students will be conducted on 5<sup>th</sup> and 6<sup>th</sup> April, 2023 respectively.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/04

**Dated: 11.04.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 12.04.2023, Wednesday, to transact the following agenda.

Kindly do present in the meeting with your active participation please.

### **AGENDA:**

1. Farewell to the outgoing batch.

**Date:** 12/04/2023

**Time:** 9:00 am

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 12-04-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions in different matters the following decisions were accepted unanimously:

1. It has been decided to arrange a farewell programme for the batch 2020-2023 on 19<sup>th</sup> April 2023. A felicitation ceremony for Lombit Dahotia for qualifying JAM-2023 shall also be organized.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/05

**Dated: 02.05.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 03.05.2023, Wednesday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discussion on Higher Second Year Classes.

**Date:** 03/05/2023

**Time:** 12:00 noon

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 03-05-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions the following decisions were accepted unanimously:

1. As per the directives of the Office of the Principal, Digboi College on 29<sup>th</sup> April 2023, Higher Secondary Second Year class shall start functioning from 4<sup>th</sup> May 2023.
2. In respect to the above directives, the course redistribution for Higher Secondary classes has been completed and kept in record.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/06

**Dated: 09.06.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 10.06.2023, Saturday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### **AGENDA:**

1. Discussion on Degree Classes 2023.

**Date:** 10/06/2023

**Time:** 12:00 noon

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 10-06-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions the following decisions were accepted unanimously:

1. As per the directives of the Academic Board Meeting held on 8<sup>th</sup> June 2023, the regular classes for 3<sup>rd</sup> and 5<sup>th</sup> Semester students shall resume from 19<sup>th</sup> June 2023.
2. Course Distribution\*
  - a. JL: DSE-1, HS II(Sc./Arts/Comm.).
  - b. MB: C6, C12, HS II(Sc./Arts/Comm.).
  - c. BC: GE-3, C11, HS II(Sc./Arts/Comm.).
  - d. ASC: C5, DSE-2, HS II(Sc./Arts/Comm.).
  - e. AM: GE-3, C7, HS II(Sc./Arts/Comm.).

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



## NOTICE

Ref No.: DM/23/07

**Dated: 14.06.2023**

It is hereby informed to all esteemed faculty members of the Department of Mathematics that a Departmental Meeting (DM) is being convened on 15.06.2023, Thursday, to transact the following agenda.

Kindly do present in the meeting with your active participation.

### AGENDA:

1. Change of headship of the Department.

**Date:** 05/06/2023

**Time:** 10:00 AM

**Venue:** Department of Mathematics

(Dr. Jatindra Lahkar)  
HoD, Mathematics  
Digboi College, Digboi

### Faculty Members:

### Signature(s)

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

## **Proceedings of the Departmental Meeting (DM) held on 15-06-2023**

A Departmental Meeting (DM) was held in the Department of Mathematics in which Dr. J. Lahkar, Head of the Department, was in the chair. All the faculty members were present in the meeting and participated actively giving meaningful suggestions on various aspects. After productive discussions the following decisions were accepted unanimously:

1. As per the directives of the Governing Body Meeting the headship of the Department has been rotated. Dr. Jatindra Lahkar handed over the charge to Mr. Mukul Buragohain.

### **Faculty Members:**

### **Signature(s)**

1. Dr. Jatindra Lahkar (HoD)
2. Mr. Mukul Buragohain
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta



Ref No.: DM/23/08

**Proceedings of the emergency Meeting held on 23-06-2023**

An Emergency Departmental Meeting (DM) was held in the Department of Mathematics in which Mr. Mukul Buragohain, Head of the Department, was in the chair. All the faculty members were present in the meeting in order to discuss the issue of low attendance of Mr. Bishal Borboruah, B.Sc 5<sup>th</sup> Sem(Math Honours), Roll No. 24. It has come to notice that his attendance during the period of illness was not reported. If that period of absence is counted, his attendance will be above 75% in the last semester. It has therefore been decided that since the mentioned student is a bright student of the department and has no backlogs in any semester, the student have been granted for free admission under consideration and approval from the Office of the Principal, Digboi College

**Faculty Members:**

**Signature(s)**

1. Mr. Mukul Buragohain (HoD)
2. Dr. Jatindra Lahkar
3. Dr. Binod Chetry
4. Dr. Arjun Singh Chetry
5. Miss. Anindita Mahanta

**DEPARTMENT OF PHILOSOPHY**

**DIGBOI COLLEGE, DIGBOI**



A general meeting was held among the faculty members of Department of Philosophy to discuss the following.

Date : 4-6-22

Time : 2-30 p.m.

### Agenda

- ① 2nd Semiconel Exambelia.
- ② Course Progression
- ③ Allotment of question paper setting
- ④ " " paper examiner.

1. B. R. Nargery —

2. Dr. R. Sarma —

3. N. B. B. —

J. J.

4-6-22

N. B. B.

A meeting was held among the teachers of philosophy department to discuss the following agenda on 30th August 2022 in the philosophy department.

Agenda :

- ① 1st Seminal Examination 2022
- ② Allotment of paper setting
- ③ Allotment of paper examiner.

1) B. R. Nargery

Juny

2) Dr. R. Samel.

Jun. 30-8-22

3) Giteli Debs.

G. Deha.

A general meeting was held in the Department of Philosophy, Digboi College on 25th October 2022 in the Philosophy Department to discuss the following agenda.

- ① Course Progression & Coming 2nd Seminal Exem. 22
- ② Allotment of paper setting
- ③ Allotment of paper for examination.

Juny

25/10/22

P. Talukdar 25/10/22

1) B. R. Nargery

2) Dr. Reeps Samel.

3) Bheswale Talukdar.



A general meeting was held in the Department of Philosophy, Digboi College on 17th January 2023 to discuss the following agenda. 17-1-23  
Venue: Department of Philosophy Date: time: 12 noon

- ① Distribution of course
- ② Distribution of classes
- ③ Miscellaneous

1) Mr. Bisti Ram Nargary ——— Jany  
2) Dr. Reepa Samch. ——— S.

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A meeting was held among the Teachers of ~~the~~ Philosophy Department, Digboi College to discuss the following agenda on 2nd March 2023 at Philosophy department to discuss the following agenda.

Date: 2-3-23

Time: 2-30 P.M.

- 1) To discuss Course Progression
- 2) Allotment of question. papers setting.
- 3) Allotment of Papers examiners.

1) Bisti Ram Nargary ——— Jany  
2) Dr. Reepa Samch. ——— S.  
3) Bhanwati Talukdar ——— B



**DEPARTMENT OF PHYSICS**

**DIGBOI COLLEGE, DIGBOI**

DEPARTMENT OF PHYSICS  
MEETING

DATE : 09-03-2022

AGENDA : COURSE DISTRIBUTION

- REVIEW OF PH 1<sup>st</sup> semester classes
- Felicitation of Dr. Binita Pathak

MINUTES :

1. COURSE DISTN FOR EVEN SEM (VV)

2<sup>ND</sup> SEM

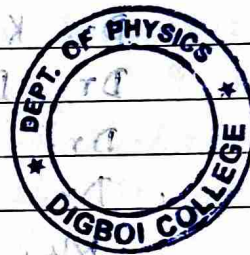
C-III :	KK + DKK
C-IV :	RP + SB
GE-2 :	KK + DKK

3<sup>RD</sup> SEM

C-VIII :	RP
C-IX :	DKK + SB
C-X :	KK
GE-4 :	RP + SB

4<sup>TH</sup> SEM

C-XIII :	DKK
C-XIV :	SKG
DSE-III :	RP
DSE-IV :	KK + DKK



2. COURSE DISTN FOR EVEN SEM (PH)

	<u>PAPER</u>	<u>TITLE</u>	<u>FACULTY</u>
2 <sup>ND</sup> SEM	PH C-IV	CLASSICAL MECH.	DKK
	PH C-V	CONDENSED MATTER PHY	SB
	PH C-VI	GEN. LAB	KK
	PH DSC IIA	PLASMA PHY	RP
	GE 205	MATERIALS CHEMISTRY	AM

4 <sup>TH</sup> SEM	C-X	NUCLEAR PHY	RP
	C-XII	AT. AND MOL. PHY	DKK
	C-XI	STATISTICAL MECH.	SKG
	DSE-IV	CONDENSED MATTER PHY	SB + DK
	DSE-V	DIGITAL AND OPTICAL ELECTRONICS	KK

Contd..



3. Felicitation of Dr. Binita Pathak recipient of SERB Women in Excellence award, 2022.

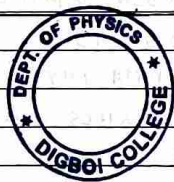
4. PG 1st semester Courses have been reported to be completed by all the faculties.

5. Responsibility of (Vol-I, Issue:2) of 'Digital Physics' entrusted on Dr. D.K. Kuri.  
\* Attendee:

Dr. R. Patoway \_\_\_\_\_ *R.P.*  
K. Kanwar \_\_\_\_\_ *K.K.*  
Dr. D.K. Kuri \_\_\_\_\_ *D.K.K.*  
Dr. S. Bhuyan \_\_\_\_\_ *S.B.*  
Dr. D. Kakoty \_\_\_\_\_ *D.K.*  
Mr. S. Gogoi \_\_\_\_\_ *S.G.*



\* NB: In view of the rising no. of students and inadequate space for practical, classes, authority to be requested for extension of the department. If possible the verandah may be enclosed for the purpose.



Date: 21-04-2022

AGENDA: 1. SESSIONAL EXAMS & ACADEMIC CALENDAR

2. STUDENTS ATTENDANCE

3. OTHERS



The HOD intimated the following discuss of the Academic board meeting held on 20-04-2022.

1.) Two sessional exams will be held.

2.) 1st sessional exams dates: 5, 6, 8 & 9 May

3.) " " questionpapers to be submitted before 28th April, 2022.

4.) Date of Course completion: 30 June, 2022

5.) 2nd sessional exam dates: 6, 7, 8, 9 June

6.) Department to submit list of students not allowed to sit for 2nd semester exam by 11-05-2022.

7.) To convey to students that attendance of 80% is mandatory.

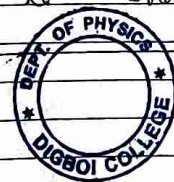
8.) For students attendance below 60% fine will be imposed.

9.) Students should be notified their attendance percentage; warned that they would be barred from appearing in exam unless the requisite attendance percentage is met.

10.) Departments should record the Generic attendance of their Honours students.

11.) HS 1st yr classes to be completed by 25-04-2022

12.) Practical classes of 6th semester students to be conducted before theory exam.



Attendee:

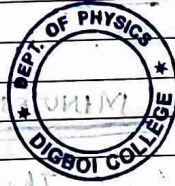
Dr. R. Patowary —

Dr. K. Kanwar —

Dr. S. Bhuyan —

Dr. D.K. Kuan —

Ms. S.K. Gogoi —



Departmental Meeting

DATE: 04/06/2022

AGENDA:

1. 2<sup>nd</sup> Sessional Exam.
2. New Admission for session 22-23

MINUTES:

1. The dates of 2<sup>nd</sup> sessional examination has been rescheduled to: 13, 14, 15 & 16 June, 2022.
2. Question papers of the above is to be submitted to the Vice Principal before 7<sup>th</sup> June, 2022.
3. 6<sup>th</sup> semester examination (Practical) dates to be fixed after consulting with the corresponding external examiner.
4. The number of seats of science admission (B.Sc. 1<sup>st</sup> semester) has been fixed to 300.

Attendee:

Dr. R. Patowary —

Dr. K. Kanwar —

Dr. S. Bhuyan —

Dr. D.K. Kuan —

Ms. S.K. Gogoi —





Department of Physics  
Departmental Meeting.






Date : 27/06/2022

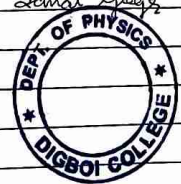
AGENDA : Decisions of the academic board meeting held on the same date. held on the same date.

MINUTES :

1. H.S. 2nd yr classes to be started from 1st July 2022.
2. H.S. 1st yr. attendance to be submitted by next week.
3. Strictness to be maintained as far as attendance is concerned.
4. Admission portal opened from 27/06/2022 by office.
5. EWS quota will be included from this session.
6. Hostel seat will be reserved department wise.
7. Last date of degree form fill up : 14/07/2022.

ATTENDEE :

- Dr. R. Patwary -   
Dr. K. Kanwar -   
Dr. D.K. Kuri -   
Dr. S. Bhuyan -   
Sonal Dasgupta - 





Department of Physics  
Departmental Meeting

Date: 04-07-2022

Date

Agenda: Student Attendance  
Student Attendance

Minute:

1. Ankit Mahto (Physics Hons, 2<sup>nd</sup> Sem) has low attendance in CHEMISTRY as reported by HOD Chemistry at Academic Board meeting. He has to be contacted regarding the same.

2. Chow Tannoy Manlew (Phy Hons, 2<sup>nd</sup> Sem) has low attendance in Physics (CB, ICY) as reported by HOD Maths. He has to be allowed to sit for the exam.

3. Uma Devi Moran (Phy Hons, 2<sup>nd</sup> Sem) is to be contacted and asked to attend PTM for Chemistry Dept.

4. Tapon Dorech (Chem Hons, 2<sup>nd</sup> Sem) is to be contacted and asked to meet HOD Physics for low attendance.

Dr. R. Patowary

Dr. K. Karwas

Dr. D.K. Kei

Dr. S. Bhuyan

Sangat



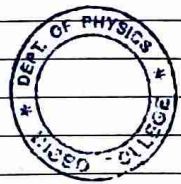
Date: 28-08-2022

Agenda: Discussion on Academic Calendar following the Academic board meeting held on 25-08-2022

Minutes: The HoD should take the following decision of the Academic board meeting.

- Sessional - I : Tentative dates - 26, 27, 28, 29, 30 September 2022
- Sessional - II : Tentative dates - 10, 11, 12, 14, 15 Nov 22
- Freshers social on 10 September
- Felicitation of rank holders (1-10) on Freshers social HT9
- College election to be held in 15 October

Dr. R. Pateway — 28/8/2022  
 Dr. K. Kanwal — 28/8/2022  
 Dr. S. Bhuyan — 28/8/2022  
 Dr. D.K. Kuni — 28/8/2022  
 Mr. S.K. Gogoi — 28/8/2022



Date: 19-09-2022

Agenda: Submission of Attendance of 1st Sem students in report

Minutes:

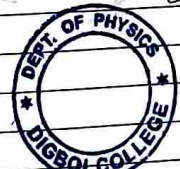
The responsibility of finding their attendance percentage of students will be distributed among the faculty as follows:

- 1st Sem Honours - Dr. Sushil Bhuyan
- 2nd Sem Honours - Dr. R. Pateway
- 3rd Sem Honours - Dr. D.K. Kuni
- 3rd Sem Genere - do
- 5th Sem Honours - Mr. S.K. Gogoi
- 12th Sem Honours - Dr. K. Kanwal

The attendance is to be calculated and the data of commencement class to 25th October 2022.

The attendance report to be submitted to the Principal on or before 28-10-2022

Dr. R. Pateway - 19/09/2022  
 Dr. K. Kanwal - 19/09/2022  
 Dr. S. Bhuyan - 19/09/2022  
 Dr. D.K. Kuni - 19/09/2022  
 Mr. S. Bhuyan - 19/09/2022





28-10-2022

28-10-2022

Agenda: Program students: Positive Mental health

Minutes: Considering a number of students exhibiting inability to concentrate in class following the lockdown, the necessity of a program of the Faculty of the department.

It was decided that a program on positive mental health will be organized on 02-11-2022

Mrs. Mandita Ghosh, Psychologist will act as a resource person for the program

Dr. R. Patowary's letter of appointment for the program will be prepared by Dr. R. Patowary

The program will be organized at the Conference Hall on 02-11-2022

Dr. R. Patowary - R. Patowary  
K. Kanwar - K. Kanwar  
S. Bhuyan - S. Bhuyan  
D.K. Kuni - D.K. Kuni  
Smriti Jyoti



Date: 22-11-2022

Agenda: Department Profile for NAAC visit  
ERP

Minutes: Following the JAC core committee meeting on 21-11-2022 and sharing of the format for departmental profile, the house discussed the various points mentioned in the format. The responsibility of the departmental profile was divided as follows:

1. Profile of Programme / Courses: Dr. K. Kanwar & Dr. S. Bhuyan
2. Profile of students: Dr. D.K. Kuni
3. Profile of faculty: Dr. R. Patowary
4. Departmental Activities & Achievements: -do-

Dr. R. Patowary -

Dr. K. Kanwar -

Dr. S. Bhuyan -

Dr. D.K. Kuni -

Smriti Jyoti

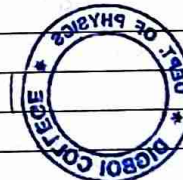
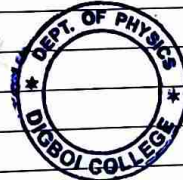
21/11/22

22/11/2022

22/11/2022

22/11/2022

22/11/2022



Date: 30.11.2022

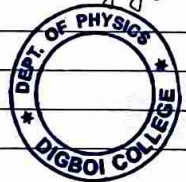
Agenda: Preparation for NAAC peer team visit

• Conduction of M.Sc Exam

Minutes: ~~Mock Exam~~

- Preparation must be started for NAAC peer team visit.
- Must be prepared for Mock Peer team visit scheduled from 21-23 Dec.
- Data for 'Curricular aspects' must be made ready at the earliest possible.
- Along with the above duties the M.Sc. 1st/3rd Examination scheduled from (12-29) December has also to be taken care of.
- Dr. Sami Bhuyan & Miss Nisha Gupta will be entrusted the invigilation duties as the others will be busy with the NAAC related duties.
- However conduction of the Exam will be done by Dr. R. Patoway assisted by Dr. K. Kanwar & Dr. D. K. Kuri.

R. Patoway  
K. Kanwar  
S. Bhuyan  
D. K. Kuri  
Sanat Gogoi



Kp 30/11/22  
Kk 30/11/22  
SB 30/11/22  
DK 30/11/22  
SG 30/11/22

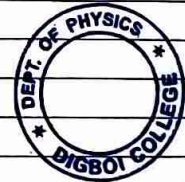
Date: 05-01-2023

Agenda: Course distribution of the even semester (22-23).

Minutes: The distribution of course was as follows.

2 <sup>nd</sup> SEM	C-III - KA DKK	} UG
	C-IV - RP/NA + SB	
	GE-2 - KK + DKK	
4 <sup>th</sup> SEM	C-VIII - RP + SKG	
	C-IX - DKK	
	C-X - KK	
	GE-4 - RP/NA + SB	
	C-XII - DKK	
	C-XIV - SKG	
	DSE-III - RP	
DSE-IV - SB		

2 <sup>nd</sup> SEM	PH-CIV - DKK	} PG
	PH-CV - SB	
	PHC-VI - KK	
	PHDSEII - RP + SKG	
4 <sup>th</sup> SEM	GEI - AM	
	C-X - RP	
	C-XI - SKG	
	C-XII - DKK	
	DSE-IV - SB + KK	
	DSE-V - SB + KK	



R. Patoway  
K. Kanwar  
S. Bhuyan  
D. K. Kuri  
Sanat Gogoi

Kp 05/01/2023  
Kk 05/01/2023  
SB 05/01/2023  
DK 05/01/2023  
SG 05/01/2023



Departmental Meeting  
Department of Physics.

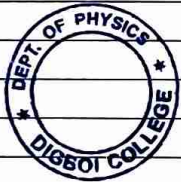
Date: 22/02/2023

Venue: Department of Physics.

- Agenda:
1. Celebration of Science Day.
  2. Poster competition among the students of Digboi College.
  3. Oral presentation competition among the students of Digboi college.
  4. Miscellaneous.

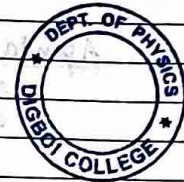
A departmental meeting of Department of Physics is held on 22/02/2023 under the chair of Dr. Rashmi Patowary, Head, Department of Physics. The meeting took the following resolutions:-

1. The event will be a day-long event.
2. Online google-form is to be distributed for registration of the participants.
3. An oral presentation competition is to be organised on the following topics:
  - a) Recent advances in science
  - b) Global science for Global wellbeing.
4. A poster competition is to be organised starting from 9:00 am to 11:00 am on the following topics:
  - a) Topics related to science and Technology.
5. All the Heads of the departments are to be informed at the earliest about the programme.
6. Publicity is to be done among the students and encourage them to participate in the competitions.



7. Tentative budget -

Flex printing	—	500'00
Prize	—	2500'00
Gift item	—	1500'00
Refreshment	—	5000'00
Certificate	—	500'00
		10000'00



All kind of co-operation is expected from all the members of Department of Physics.

1. Rashmi Patowary Ap 22/2/2023

2. Sumi Bhuyan B 22/2/2023

3. Sanat Kumar Gogoi P 22/02/2023

4. Neha Gupta W 22/02/23

5. Kamlesh Kumar W 22/2/2023

## Departmental Meeting

Date: 01-03-2023

Venue: Department of Physics



### Agenda:

1. Course Progression
2. 1st sessional exam

### Minutes:

1.) The Faculty members informed that about 60-70% of the syllabus of B.Sc. program and less than 50% of the syllabus of M.Sc. program has been completed.

2.) The meeting decided that the M.Sc. classes would continue during the 1st sessional exam so that the Ph course progression can be accelerated.

3.) The question paper for the sessional exam should be prepared ~~for~~ before 05-03-2023.

4.) The Faculty members should submit their manuscripts Dr. K. Karwar for compilation of the question paper ~~in~~ as before 03-03-2023.

5.) Sessional exam for students absent due to genuine reason will be conducted on a convenient date.

1. Rashmi Patwary ——— 11/03/2023
2. K. Karwar ——— 11/03/2023
3. A.K. Kaur ——— 11/03/2023
4. S.K. Gogoi ———
5. S. Bhuyan ——— 11/03/2023
6. Neha Gupta ——— 01/03/2023

Date: 15-03-2023

Venue: Department of Physics

### Agenda:

1. Remedial class
2. Coaching for CUET.
3. Counselling on career options after B.Sc

### Minutes:

1.) Remedial class (tentative date) from 24-03-2023. Routine <sup>and notice</sup> to be circulated by the HOD.

2.) Coaching for CUET for students willing to opt for M.Sc. Physics to be started from May after final semester exam.



## Departmental Meeting

Date: - 23/03/2023

Venue: - Department of Physics

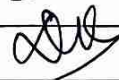
Agenda: - Course distribution due to leave to be taken by Mr Sanat Kr. Gogoi (Asst. Prof.) to complete his Ph.D. works at IISc, Bangalore from April, 2023


Minutes: - The meeting decided that -


1. The uncompleted course (papers) taught by Mr. Sanat Kr. Gogoi will be distributed among the present faculty members of the department -
2. The sessional question papers for the course (papers) taught by Mr. Sanat Kr. Gogoi will be set by the present faculty members and ~~the~~ will also evaluate the answer scripts.

Signature of the faculty members present -

2. Kamran Hasan 

3. Dr. Deep Kr. Kuo 

4. Sanat Kr. Gogoi 

5. Rashmi Patowary 

23/3/2023

**DEPARTMENT OF POLITICAL SCIENCE**

**DIGBOI COLLEGE, DIGBOI**



# Minutes of the Departmental Meeting

Date: 16-8-22

Time: 12 PM.

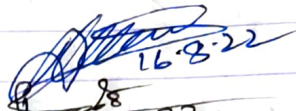
Members present:

1. Dr. A. C. Dutta —

2. B. K. Das —

3. J. Borah —

4. Jitu Borah —

  
16.8.22

16.8.22

Jitu Borah  
16.8.22

16.8.22

Agenda - Distribution of course.

A departmental meeting of the political science department is being held today at 12 PM under the chairmanship of Banjit K. Das, Head of the Department to discuss about course distribution. The meeting has decided to distribute the courses as under -

Sem I - Paper - C1 - Unit 1 & 2 - Jitu Borah  
Unit - 3, 4 & 5 - Janardan Borah

Paper - C2 - Unit - 1 (Group A) - Janardan Borah

Unit - 1 (Group B) }  
2 (Group A) } - Jitu Borah

Unit - 2 (Group - B) }  
Unit 3 }  
Unit 4 } Banjit K. Das.  
Unit 5 }

GE → Unit 1 & 5 - A. C. Dutta

Unit 3 - B. K. Das.

Unit - 2 - Janardan Borah

Unit - 4 - Jitu Borah

Sem III - Paper - C 5 -

- Unit 123 - A.C. Dutta
- Unit 224 - B.K. Das.
- Unit 5 - Jitu Borah

Paper - C-6 -

- Unit - 124 - A.C. Dutta
- Unit - 225 - B.K. Das.
- Unit - 3 - Janardan Borah

Paper - C 7

- Unit - 1, 2 & 3 - Jitu Borah
- 4 & 5 - Janardan Borah

- GE → Unit - 125 - Jitu Borah  
Units - 324 - B.K. Das.  
Unit - 2 - Janardan Borah

Sem IV

- C-11 - Unit - 1 - Jitu Borah  
- Unit - 223 - B.K. Das.  
Unit - 4 - Janardan Borah  
Unit - 5 - A.C. Dutta

- C-12 - Units - 122 - A.C. Dutta  
Unit - 3 - B.K. Das.  
Unit - 4 - Jitu Borah  
Unit - 5 - Janardan Borah



## DSE - 1 (A)

Unit - 1 & 3 - Janardan Borah

Unit - 2 - B.K. Das.

Unit - 4 - Jitu Borah

Unit - 5 - A.C. Dutta

## DSE - 2

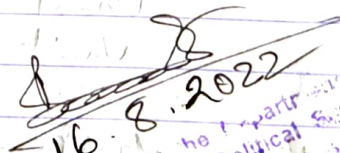
Unit - 1 - A.C. Dutta

Unit - 2 & 5 - Jitu Borah

Unit - 3 - B.K. Das.

Unit - 4 - Janardan Borah

At the end of the meeting the HOD offered vote of thanks to the faculty members and declared the meeting as over.

  
16.8.2022  
Head of the Department  
Department of Political Science  
Rustul College  
Date: .....


## Minutes of the Departmental Meeting :

Date : 17-01-2023

Time - 1:00 PM

### Members present :

1. Dr. A.C. Dutta
2. Mr. B.K. Das.
3. Dr. Janardan Borah
4. Mr. Jitu Borah

  
17.1.23  
~~17.1.23~~  
17.1.23  
17.1.23

### Agenda - Distribution of courses.

A departmental meeting of the political science department is being held today under the chairmanship of Banjit Mr. Das, HOD, at 1 PM to discuss about course distribution.

The meeting has decided to distribute the courses as under -

Sem II (C) - Paper - C3 - Units - 1 & 2 - Janardan Borah  
Units - 3, 4 & 5 - Jitu Borah

Paper - C4 - Units - 1, 2, & 3, Banjit Mr. Das.

Units - 4 & 5 - A.C. Dutta

Paper - GE-2A - Units - 1 & 3 - Jitu Borah

Unit - 2 - Janardan Borah

Unit - 4 - B.K. Das.

Unit - 5 - A.C. Dutta

Sem IV (C) - Paper - C8 - Unit - 1 - Jitu Borah

Units - 2 & 4 - B.K. Das.

Unit - 3 & 5 - A.C. Dutta



Paper - C-9 - Units - 1, 3, 25 - A. C. Dutta  
Unit - 2 - Janardan Borah  
Unit - 4 - B. K. Das.

Paper - C10 - Units - 12, 4 - Jitu Borah  
Units - 2, 3, 15 - Janardan Borah

Paper - GE-4B - Units - 12, 3 - Janardan Borah  
Unit - 2 - B. K. Das.  
Unit - 4, 8B - Janardan Borah

Sem VI (C) <sup>Paper</sup> C13 - Units - 12, 2 - Janardan Borah  
Unit - 3 - B. K. Das.  
Unit - 4 - Jitu Borah  
Unit - 5 - A. C. Dutta

Paper - C14 - Units - 12, 5 - A. C. Dutta  
Unit - 2 - Jitu Borah  
Unit - 3 - Janardan Borah  
Unit - 4 - B. K. Das.

Paper - DSE-3A - Unit - 1 - A. C. Dutta  
Units - 2, 3 - Jitu Borah  
Unit - 4 - B. K. Das.  
Unit - 5 - Janardan Borah

Paper - DSE-4A - Units - 12, 2 - B. K. Das.  
Unit - 3 - A. C. Dutta  
Unit - 4 - Janardan Borah  
Unit - 5 - Jitu Borah

At the end of the meeting the chairman offered votes of thanks to all faculty members and declared the meeting is over.

~~Signature~~

# Minutes of the Departmental Meeting

Date: 17.03.23

Time: 11 A.M.


Members present:

1. Dr. A.C. Dutta

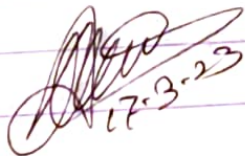
2. Mr. B.K. Das

3. Dr. J. Bhowmik

4. Dr. Sitan Bhowmik

  
17-3-23  
17-3-23  
17-3-23

A departmental meeting held on 17.3.23 at 11 A.M. to discuss the matter to appear a lateral Exam of the student Mr. Biken Chelung. The meeting has resolved that to give a chance to appear the lateral Exam to be held on 21.03.23

  
17.3.23



**DEPARTMENT OF EDUCATION**

**DIGBOI COLLEGE, DIGBOI**

দিনাংক: 18.08.2022

আজি ইং বার্তা 18.08.2022 তারিখ  
বৃহস্পতিবার দুপুর ২২.৩০ বজায় শিক্ষাতত্ত্ব বিভাগ  
বিভাগীয় সভা সুস্বীকৃত্যে পরিচালিত হইল। সভায় সর্বসম্মতিক্রমে নিম্নোক্ত  
বিষয়বস্তু আলোচনা হইল -

(১) বিভাগীয় পরীক্ষাসমূহে কার্যকর নিম্নোক্ত  
সকল বিষয় ক্রম ক্রমে মাঠে -

- (i) Mirror Drawing Apparatus
- (ii) Human Maze Learning
- (iii) Memory drum
- (iv) Tachistoscope
- (v) Wooden screen
- (vi) Stop watch
- (vii) Free Association Test
- (viii) Controlled Association Test
- (ix) Kohs Block design Test
- (x) TAT

(২) Odd semester তে কার্যকর নিম্নোক্ত বিষয়  
Course distribution এর মাঠে -

- Units
- (1) EDNH:101 - I & II: P. Goswami  
III & IV: P. Dutta  
V: S. Goswami
  - (2) EDNH:102 - I: P. Goswami  
V: P. Dutta  
II, III & IV: S. Goswami
  - (3) EDNH: 301 - I, II, III & IV: S. Goswami  
V: P. Dutta



④ EDNH: 302 - I, II, V : P. Goswami  
IV : P. Dutta  
III : S. Goswami

⑤ EDNH: 303 - I, II : P. Goswami  
III, IV, V : S. Goswami  
II : P. Dutta

⑥ EDNH: 501 - All units : P. Goswami

⑦ EDNH: 502 - All units : P. Dutta

⑧ DSEED: 503/DSE-I - All units : S. Goswami

⑨ DSEED: 504/DSE-II - All units : S. Goswami

(M/215)

18/08/2022  
S. Goswami, P. Dutta



ସିଦ୍ଧାନ୍ତୀକରଣ ପତ୍ର

କ୍ଷତ୍ରୀୟ ବିଭାଗ

17.01.2023

ତାରିଖ 17.01.2023 ତାରିଖ  
କ୍ଷତ୍ରୀୟ ବିଭାଗର କ୍ଷତ୍ରୀୟ ବିଭାଗର  
ପଞ୍ଚମ ବିଭାଗର ପଞ୍ଚମ ବର୍ଷର  
ପଞ୍ଚମ ବର୍ଷର ପଞ୍ଚମ ବର୍ଷର  
ପଞ୍ଚମ ବର୍ଷର ପଞ୍ଚମ ବର୍ଷର  
ପଞ୍ଚମ ବର୍ଷର ପଞ୍ଚମ ବର୍ଷର

(1) Even semester 2 ବର୍ଷର ମିଶ୍ର  
ସୂଚୀ Course distribution 2023  
ସୂଚୀ -

(a) Sixth Sem : EDNH 601 - Dr. P. Goswami  
EDNH 602 - Sneha Goswami  
DSE 3 - Pradip Dutta  
DSE 4 - Dr. P. Goswami  
P. Dutta  
S. Goswami

(b) Fourth Sem : EDNH 401 - Dr. P. Goswami  
EDNH 402 - S. Goswami  
EDNH 403 - P. Dutta

(c) Second sem : EDNH 201 -  
Unit - I & II - P. Dutta  
Unit III & IV - P. Goswami  
EDNH 202 -  
Unit - I & II - S. Goswami  
Unit - III & IV - P. Dutta  
Unit - V - P. Goswami

Winter by  
17/01/2023  
(Dr. Paban Goswami)  
HOD of Education



**DEPARTMENT OF ZOOLOGY**

**DIGBOI COLLEGE, DIGBOI**

Date: 01/08/2022

Department of Zoology

Departmental meeting has been organised to discuss about course plan, course distribution and preparation of New class routine for the session 2022-2023.

Signatures :

1. Aparajita Gogoi 01.08.2022
2. Kishor Haloi 01/08/2022
3. Priyanka Debnath 01 Aug, 2022.