



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

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2022

**Meeting 1:**

Date: 22/01/2022

**Agenda:**

- Data collection for the new 2021 AQAR.
- Departmental PTMs.
- Departmental Magazine.
- Faculty and student exchange programs.
- Others

**Proceedings:**

Excel Sheets for data collection for the 2021 AQAR were distributed to the HoDs of various departments. The HoDs were also asked to organize departmental Parent Teacher Meets in each semester. Furthermore, the HoDs were asked to publish departmental magazines annually. Departmental initiatives to introduce faculty and student exchange programs were also discussed.

**Resolutions:**

1. It was unanimously decided that 1<sup>st</sup> Feb 2022 is the last date for the submission of departmental data for the new format of 2021 AQAR.

**Action Taken**

- Conveners of the criteria committees were requested to speed up their work.



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**Meeting 2:**

Date: 28/02/2022

**Agenda:**

- Discussion about the progression of the criterion committees.

**Proceedings:**

The meeting took stock on the progression of the different criterion committees.

**Resolutions:**

1. It was unanimously decided to promote Dr. Aparna Goswami to the post of Joint Convener of Criteria 1 committee.
2. The conveners and joint conveners of all the seven criteria committees unanimously decided to start working for the SSR.

**Action Taken**

- Conveners of the committees started data collection for the SSR.
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**Meeting 3:**

Date: 28/05/2022

**Agenda:**

- Discussion about the problems encountered in the preparation of the SSR.
- Fixation of a tentative date for sending the IIQA.

**Proceedings**

The meeting discussed about the problems encountered during the preparation of the SSR and suggested solutions to overcome them.

**Resolutions:**

1. Members have unanimously decided to send the IIQA by 30<sup>th</sup> June 2022.
2. 10<sup>th</sup> June is fixed as the last date of data submission by the criteria committees.

**Action Taken**

- IIQA could not be sent due to technical problems and the non-availability of certain documents.
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**Meeting 4:**

Date: 03/06/2022

**Agenda:**

- Revamping of the documentation committee.
- Celebration of the World Environment Day
- Organizing a talk on IPR.
- Others.

**Proceedings:**

The committee members unanimously decided to dissolve the existing documentation committee and form a new documentation committee.

**Resolution:**

1. The documentation committee has been revamped with the following members:
  - a) Dr. Bhasker Pegu
  - b) Dhanesh Doley
  - c) Apurba Das
2. The responsibility of celebrating World Environment Day is given to Environment and Climate Cell, Unnat Bharat Abhiyan and NCC Air Wing of the college with Art and Slogan writing competition.
3. The following tentative dates- 17<sup>th</sup>, 18<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> of June 2022 are decided for holding a talk on Intellectual Property Rights (IPR) by IQAC in association with the Department of Physics. Dr. Jnanendra Upadhyay is entrusted with the responsibility of contacting and organizing the talk.

**Action Taken:**

- Appointment letters to the members of the documentation committee disbursed.
  - World Environment Day celebrated
  - Resource person for IPR workshop contacted
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**Meeting 5:**

Date: 25/06/2022

**Agenda:**

- Academic and administrative audit
- MoU with Gyelposhing College of Information and Technology, Royal University of Bhutan
- Formation of data validation and validation committee.

**Proceedings:**

A thorough discussion on holding a workshop on academic and administrative audit was done. Pros and cons regarding the signing of a MoU with Gyelposhing College of Information and Technology, Royal University of Bhutan were discussed. Further, proposal for the constitution of a data validation and verification committee was done.

**Resolutions:**

1. Prof. Jogen Kalita, Dept. of Zoology, Gauhati university will be invited to orient the faculty and office staff of the college about academic and administrative audit on 02/07/2022.
2. The committee proposed another round of discussion regarding the signing of MoU with Gyelposhing College of Information and Technology, Royal University of Bhutan.
3. Data validation and verification committee was formed with the following members:
  - a) Ashok Sarma, Dept. of Geography
  - b) Homeswar Das, Dept. of Geography
  - c) Manash Pratim Baruah, Dept. of Political Science
  - d) Dr. Gargi Chakravarty, Dept. of Botany.

**Action Taken:**

- Resource person for academic and administrative audit contacted
  - Members of the data validation and verification committee informed.
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**Meeting 6:**

Date: 09/08/2022

**Agenda:**

- Orientation programme for degree 1<sup>st</sup> semester (HC) students.

**Proceedings**

It has been decided after a thorough discussion that the IQAC will hold the said program.

**Resolutions**

- Orientation programme for degree 1<sup>st</sup> semester (HC) students will be held from 18<sup>th</sup> August to 20<sup>th</sup> August 2022.

**Action Taken**

- **Orientation** programme for degree 1<sup>st</sup> semester (HC) students was held on 17<sup>th</sup> and 18<sup>th</sup> August 2022.
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