

**Meeting of Internal Quality Assurance Cell (IQAC), Digboi College  
held on 15-05-2014 at 10.00 AM in the Principal's Chamber.**

**Members present:**

1. Dr. Dip Saikia (Principal, Chairperson)
2. Dr. A. C. Deka, (Member)
3. Mrs. A. Borgohain, (Member)
4. Mr. A. N. Chakraborty, (Member)
5. Dr. J. Handique, (Member)
6. Mr. K. N. Timsina (Vice Principal & (Member)
7. Mr. Prakash Saikia, (Member)
8. Mr. Sreeman Hazarika, (Member)
9. Mr. Radha Kanta Gogoi, (Member)
10. Mr. G. Kalita, (Co-ordinator)

**Agenda:**

- i) Follow up actions
- ii) Finalization of AQAR of 2010-11, 2011-12, 2012-13, 2013-14
- iii) Discussion on submission of LOI to NAAC for reaccreditation
- iv) Misc

Dr. Dip Saikia, Chairperson of IQAC presides over the meeting and welcomes the members and requests for their co-operation in obtaining best accreditation by the college.

The convener explains the objectives of the meeting and also appries the members of the follow-up actions in details. The Co-ordinator, G. Kalita then placed the AQAR of 2010-11, 2011-12, 2012-13 and 2013-14 in the meeting for discussion and approval.

The members of the IQAC discussed thoroughly on the AQARs, expressed their satisfaction and approved the reports unanimously and advised the Co-ordinator to make necessary arrangements to place before NAAC.

The Co-ordinator also requested the members to share their views towards application of LOI to NAAC for reaccreditation of the college. The members approved this matter unanimously and advised the Co-ordinator to follow up this issue at an early date.

Having no other business for transaction the chairperson declared the meeting to be over and offered thanks to all.

Sd/ G. Kalita  
Co-ordinator, IQAC  
Digboi College

**The IQAC Core Committee of Digboi College attended the meeting**  
**held on 19.12.2014**

**1. Chairperson:**

Dr. Dip Saikia, Principal & Secretary

*[Signature]*  
19/12/14

**2. Special Invitee:**

Mr. H.N. Sarma, President G.B.

*[Signature]*  
19.12.14

**3. Co-ordinator:**

Sri Golap Kalita, HOD, Chemistry

*[Signature]*  
19.12.2014

**4. Senior administrative officers**

Sri Kedar Nath Timsina, Vice-Principal

*[Signature]*  
19.12.14

Sri Prakash Saikia, Office Assistance

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**5. Member From Management:**

Mr. Shreeman Hazarika, Member, Governing Body

*[Signature]*  
19/12/14

**6. Nominees from local society, Students and Alumni**

Mr. Radha Gogoi, Retd. Head Master, Digboi High School

*[Signature]*  
19/12/2014

Md Islam Haque, Principal i/c Sowmar Vidyapith

*[Signature]*  
19/12/2014

MR. Dushyanta Borah , President, Digboi College Student Union.....

**7. Nominees from Employers /Industrialists/stakeholders**

Mrs. Runita Goswami, Senior HR Manager IOCL(AOD)

*[Signature]*  
19/12/2004

Mr. Adil Khan, IAS, SDO, Civil, Margherita Subdivision (Ex-officio).....

**8. Techers Members:**

Dr. Amrit Chanda Deka, Deptt of Mathematics

*[Signature]*  
19/12/14

Mrs. A. Borgohain, Deptt of Zoology

*[Signature]*  
19/12/14

Sri Ashokanada Chakraborty, Deptt of Economics

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Dr. Jayanta Handique, HOD, Electronics

*[Signature]*  
J. Handu

Sri Pabitra Bharali, Deptt of English

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**The agenda:**

- ① Discussion and approval of the self study Report to be submitted to NAAC for re-accreditation
- ② Review on activities and action plan.
- ③ Misc.



Dr. Dip Saikia, Principal & Chairperson of ISAC, presides over the meeting. Golap Kalita, Co-ordinator, ISAC, welcomes the members and ~~off~~ explains the purpose of the meeting. He apprised the members that the meeting is convened to discuss on the Self-Study Report and action plan of the ISAC. The coordinator, then, placed the SSR before the members.

The members of the ISAC, after thorough discussion accepted the SSR and recommended the report for consideration of the Governing Body and onward submission to NAAC.

The meeting unanimously adopts the Annual Plan of Activities for 2014-'15 and requests the GB to initiate action accordingly.

The meeting comes to an end with thanks to and from the chair.

~~Signature~~  
19/12/2014

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19.12.2014

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19/12/2014

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19/12/14

**The IQAC Core Committee of Digboi College attended the meeting  
held on 02.05.2015**

1. **Chairperson:**  
Dr. Dip Saikia, Principal & Secretary .....  
*[Signature]* 02/05/15
2. **Special Invitee:**  
Mr. H.N. Sarma, President G.B. ....  
02.05.15
3. **Co-ordinator:**  
Sri Golap Kalita, HOD, Chemistry .....  
02.05-15
4. **Senior administrative officers**  
Sri Kedar Nath Timsina, Vice-Principal .....  
Sri Prakash Saikia, Office Assistance .....  
02/05/15
5. **Member From Management:**  
Mr. Shreeman Hazarika, Member, Governing Body .....
6. **Nominees from local society, Students and Alumni**  
Mr. Radha Gogoi, Retd. Head Master, Digboi High School .....  
Md Islam Haque, Principal i/c Sowmar Vidyapith .....  
MR. Dushyanta Borah , President, Digboi College Student Union.....
7. **Nominees from Employers /Industrialists/stakeholders**  
Mrs. Runita Goswami, Senior HR Manager IOCL(AOD) .....  
SDO, Civil, Margherita Subdivision (Ex-officio) .....
8. **Techers Members:**  
Dr. Amrit Chanda Deka, Deptt of Mathematics .....  
Mrs. A. Borgohain, Deptt of Zoology .....  
Sri Ashokanada Chakraborty, Deptt of Economics .....  
Dr. Jayanta Handique, HOD, Electronics .....  
Sri Pabitra Bharali, Deptt of English .....

**Agenda:**

- ① Fixation of dates for NAAC visit to the college.
- ② Work plan for the session 2015-'16 session.
- ③ Misc.

(Continued)



Dr. Dip Saikia, Principal and chairperson, ISAC, presides over the meeting.

Golap Kalita, coordinator, ISAC explains the objectives of the meeting.

The committee, then, takes up the agenda for discussion and decides the following:

① Regarding fixation of slots for the NAAC visit the committee fixes the following slots: 24th - 26th August, ~~27th~~ 27th - 29th August, and ~~30th~~ 10th - 12th September, 2015.

② Work Plans for the session 2015 - '16:

- Construction of a double storied building adjacent to Zoology Department.
- Erection of the college boundary wall in the west border.
- Construction of a water reservoir in the low land area of the college.
- Establishment of a 'wildlife care and treatment' Unit.
- Establishment of an ethnic cultural centre.
- Installation of a solar power unit.
- Organisation of National/International Seminar.
- Completion of the Indoor Stadium and the Chemistry Department.
- Construction of a Conference Hall in the 2nd Floor of the library equipped with video conferencing facility.

(Contd)



- Opening of UBC sponsored Community College and B.Voc course.
- Completion of the dining hall in the girls hostel
- Enhancement of extension activities as institutional social responsibilities.
- Organisation of intensified coaching classes.

Regarding the submission of proposal for Community College and B.Voc course, the IBAC suggests the Principal to take help of professional experts for preparing DPR, if necessary.

- (3) The meeting authorises the coordinator to prepare the ABAR for 2014-'15 and ~~not~~ submit in time to the proper authority.

The meeting ends with thanks from and to the chair.

~~2/5/15~~

2/5/2015

2/5/15

**The IQAC Core Committee of Digboi College attended the meeting  
held on 03.09.2015**

1. **Chairperson:**  
Dr. Dip Saikia, Principal & Secretary .....  
*[Signature]*  
3/9/15
2. **Special Invitee:**  
Mr. H.N. Sarma, President G.B. ....  
H.N. Sarma 3.9.15
3. **Co-ordinator:**  
Sri Golap Kalita, HOD, Chemistry .....  
*[Signature]*  
3/9/15
4. **Senior administrative officers**  
Sri Kedar Nath Timsina, Vice-Principal .....  
Sri Prakash Saikia, Office Assistance .....  
*[Signature]*  
Saikia
5. **Member From Management:**  
Mr. Shreeman Hazarika, Member, Governing Body .....  
.....
6. **Nominees from local society, Students and Alumni**  
Mr. Radha Gogoi, Retd. Head Master, Digboi High School .....  
Md Islam Haque, Principal i/c Sowmar Vidyapith .....  
.....
7. **Nominees from Employers /Industrialists/stakeholders**  
Mrs. Runita Goswami, Senior HR Manager IOCL(AOD) .....  
SDO, Civil, Margherita Subdivision (Ex-officio) .....  
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8. **Techers Members:**  
Dr. Amrit Chanda Deka, Deptt of Mathematics .....  
Mrs. A. Borgohain, Deptt of Zoology .....  
Sri Ashokanada Chakraborty, Deptt of Economics .....  
Dr. Jayanta Handique, HOD, Electronics .....  
Sri Pabitra Bharali, Deptt of English .....  
*[Signature]*  
*[Signature]*  
*[Signature]*  
Handique  
Bharali  
3-9-15

**Agenda :**

1. Discussion and approval of the AQAR 2014-15.
2. Discussion on ensuing NAAC peer team visit to the college.
3. Misc.

(Contd.)



Dr. Dip Saikia, Principal and Chairperson, ISAC, Digboi College, presides over the meeting.

Golap Kalita, co-ordinator, ISAC, places the AOBAR of 2014-'15 and also explains the purpose of the meeting.

The committee discusses in detail and modifies the innovative practice 'Departmental Self-Service Portal, DSSP.

The DSSP has been developed displaying the following data:

i) Performance of the students in the various tests/examinations of college and university level. Screening tests for admission to major courses at departmental level.

ii) Salary components of teachers.

iii) Teachers' daily attendance.

iv) Messaging from the Principal to the teachers and vice versa.

The committee unanimously approves the AOBAR 2014-'15 and advises the co-ordinator, ISAC to forward into the Governing Body for its subsequent approval.

The meeting heartily welcomes the visit of the hon'ble Peer Team to this college on 10th, 11th, 12th September, 2015 and decides to extend fullest cooperation to the august body in their assessment of the college.

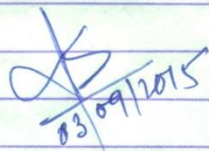
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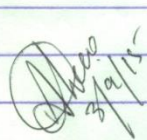
The meeting advises the co-ordinator to upload the AQAR (2014-'15) after due approval of the Governing Body.

The meeting assures the chairperson, IGAC of the college that it would extend every possible help and cooperation to him in course of the NAAC Peer Team visit.

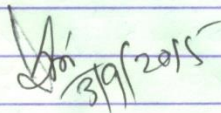
The meeting concludes with thanks from and to the chair.

  
03/09/2015

J. Handaru

  
03/09/2015

M. S. S. S.  
03/09/2015

  
03/09/2015