

**IQAC Core Committee Meeting**  
**Date: 1 Mar 2024 :: Venue: IQAC Office**  
**Agenda**

1. Assumption of Chair
2. Purpose of Meeting
3. Discussions:
  - a. Add-on course
  - b. IIT Bombay Spoken tutorial programme
  - c. Appointment of AQAR convener & nomenclature change of criterion convener to criterion coordinator
  - d. Mentoring
  - e. Women Cell guideline
  - f. ICC
  - g. Alumni engagement
  - h. Participation in India Today Best ranking
4. Comments from the chair & declaration of end of session

**Minutes of the Meeting**

- The session is chaired by dr. Dip Saikia, Principal.
- The coordinator stated the purposes of the meeting.
- Discussions take place as per agenda and the following decisions are taken:
- A notice is to be circulated to the departments asking them:
  - to submit their action plan for inclusion of at least 50% of their Major students in at least one Add-on course;
  - to start their mentoring sessions, keep record and submit report of the same.
- Each session an AQAR convener will be appointed. The criterion convener from henceforth will be known as criterion coordinator.
- A meeting is to be called with the alumni-faculties for having a more engaged and active Alumni Association in the college.
- Women is requested to draft guidelines for the cell.
- The ICC of the college is requested to organize a programme related to the cell.
- The process to avail the benefits IIT Bombay Spoken Tutorial courses is to be completed. The following two faculties are to be appointed as Coordinators:
  - Mr. Sanat kr. Gogoi, faculty, Faculty, Physics;
  - Mr. Paban Kamar, Faculty, Computer Science.
- The India Today's Ranking for Best College will be participated. The following committee is to be formed for the purpose:
  - Nodal Officer: Dr. Jayanta Handique
  - Members: Dr. Pabitra Bharali, Mr. Sanat kr. Gogoi, Ms. Bhaswati Talukdar, Ms. Mamita Kalita.



Dr. Dip Saikia  
Principal, Digboi College

*Principal*  
Digboi College, Digboi



Dr. Pabitra Bharali  
Coordinator, IQAC, Digboi College

*Co-ordinator, IQAC*  
Digboi College, Digboi

Date: 01.03.2024

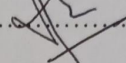

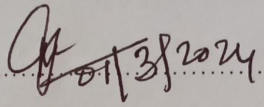
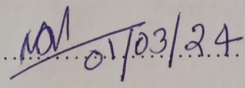
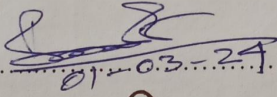
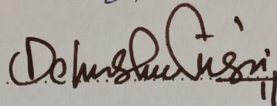
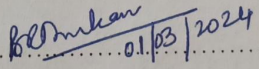
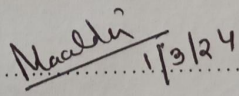
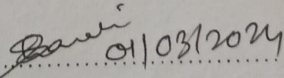
**DIGBOI COLLEGE**  
**Internal Quality Assurance cell**  
Email: [digboicollegeiqac@gmail.com](mailto:digboicollegeiqac@gmail.com)

**Core Committee meeting**

**Date: 01.03.2024**

**Venue: IQAC office**

**Signature of attendees**

1. Dr. Dip Saikia, Principal :..... 
2. Dr. Jayanta Handique (former Coordinator):..... 
3. Dr. Poban Gogoi.(C1) :.....   
01/3/2024
4. Dr. Nayan Jyoti Khound(C2) :.....   
01/03/24
5. Mr. Mukunda Madhav Gogoi(C3):.....
6. Mr. Banjit Kr. Das(C4) :.....   
01.03.24
7. Dr. Deborshee Gogoi(C5) :.....   
1/3/24.
8. Mrs. Baby Ritu Phukan(C6) :.....   
01.03/2024
9. Dr. Moni Kankana Kalita(C7) :.....   
1/3/24
10. Dr. Pabitra Bharali, coordinator:.....   
01/03/2024