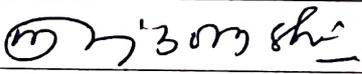
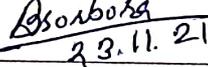


**Executive Meeting**  
of  
**Internal Quality Assurance Cell**  
**Dudhnoi College**

Date: 23/11/2021

Venue: Principal's Chamber

The following members are present in this meeting to analysis the progress made towards submission of SSR for the upcoming NAAC assessment and also about introduction some certificate course in the college.

SL	Name	Signature
1.	Bidgut uaid	
2.	Nijara Rajbongshi	
3.	Dr Jaya Das	Das.
4.	Rashmi Sarkar	R. Sarkar
5.	Sandipan Patheak	S. Patheak
6.	Birbal Boro	
7.	Nilip Hazarika	Nilipika 23/11/2021
8.	Bondita Borborca	 23.11.21

  
Principal & Secretary  
Dudhnoi College

## Minutes

### Meeting of the IQAC

Date: 23/11/2021

An Executive Meeting of IQAC is organized today on 23/11/2021 (Tuesday) at 12.30 in the Principal's Chamber in presence of the following Executive members to discuss about the progress made towards submission of SSR to NAAC. The following key points have been discussed in the meeting:

1. To meet each of the seven sub-committees assigned for preparing the different criteria of SSR within 10 December, 2021.
2. To organize a National Webinar on "NAAC" preparation with experts acclaimed for knowledge in this field.
3. To adopt a village in order to develop its academic, socio and economic condition. In this regard, a few teachers are asked to inspect a village suitable for this purpose.
4. To organize a teachers' workshop for the teachers of the schools of the neighboring area.
5. To adopt a school of nearby area in order to develop its academic environment through class delivery by Dudhnoi College teachers.
6. To sign MoU with Krishi Vijnan Kendra, Natures' Bacon and Steel Industry of Dudhnoi area.

Dr. Bidyut Kalita



Coordinator, IQAC

Dudhnoi College

Dr. Lalit Ch. Rabha



Principal

Dudhnoi College

Principal & Secretary  
Dudhnoi College

# Executive Meeting

of

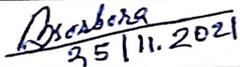
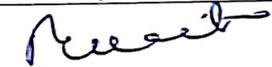
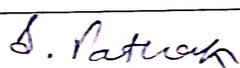
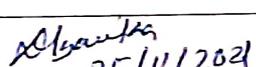
Internal Quality Assurance Cell

Dudhnoi College

Date: 25/11/2021

Venue: IQAC Office

The following members are present in this meeting to analysis the progress made towards submission of SSR by the sub-committee assigned to prepare the draft of Criteria 7 "Institutional Values and Best Practices".

SL	Name	Signature
1	Bondita Borbora	 25/11/2021
2	Ridjut Kait	
3	Rashmi Sarkar	
4	Sanjibam Patra	
5	Silip Hazarika	 25/11/2021

  
Principal & Secretary  
Dudhnoi College

# Minutes of Executive Meeting

of

Internal Quality Assurance Cell

Dudhnoi College

Date: 25/11/2021

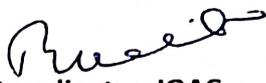
Venue: IQAC Office

The following Minutes are made after the meeting with the sub-committee assigned to prepare the the draft of Criteria 3 of SSR-- "Research Innovations and Extension".

## Minutes:

1. The subcommittee is making cautious progress; and is collecting required data for filling up the SSR.
2. Points of confusions have been discussed and redressed properly.
3. The subcommittee assured final submission of Draft on or before 15<sup>th</sup> January, 2022.
4. The subcommittee has distributed the Green Audit, Environmental audit and Energy Audit with due permission from principal to different departments; and is inspecting the progress made in this regard.
5. As green campus initiative, the committee has already started an Art programme namely Go Green campaign.

Dr. Bidyut Kalita



Coordinator, IQAC

Dudhnoi College, Dudhnoi



Dr. Lalit Ch. Rabha

Principal

Dudhnoi College, Dudhnoi

Principal & Secretary  
Dudhnoi College

# Executive Meeting

of

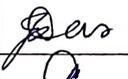
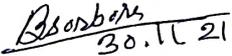
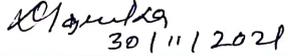
Internal Quality Assurance Cell

Dudhnoi College

Date: 30/11/2021

Venue: IQAC Office

The following members are present in this meeting to analysis the progress made towards submission of SSR by the sub-committee assigned to prepare the draft of Criteria 3 " Research Innovations and Extension"

SL	Name	Signature
1.	Dr. Jaya Das	
2.	Dr. Dipati Barik	
3.	Bidyut Kar	
4.	Bandita Borborqa	 30.11.21
5.	Klip Hazarika	 30/11/2021
6.	Bitbol Boroo	

  
Principal & Secretary  
Dudhnoi College

# Minutes of Executive Meeting

of

Internal Quality Assurance Cell

Dudhnoi College

Date: 30/11/2021

Venue: IQAC Office

The following Minutes are made after the meeting with the sub-committee assigned to prepare the the draft of Criteria 3 of SSR-- "Research Innovations and Extension".

## Minutes:

1. The subcommittee is making cautious progress; and is collecting required data for filling up the SSR.
2. Points of confusions have been discussed and redressed properly.
3. The subcommittee assured final submission of Draft on or before 15<sup>th</sup> January, 2022.

Dr. Bidyut Kalita



Coordinator, IQAC

Dudhnoi College, Dudhnoi

Dr. Lalit Ch. Rabha



Principal

Dudhnoi College, Dudhnoi

Principal & Secretary  
Dudhnoi College

**General Meeting**  
of  
**Internal Quality Assurance Cell**  
**Dudhnoi College**

Date: 01/12/2021

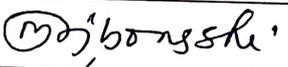
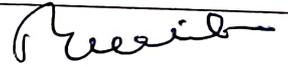
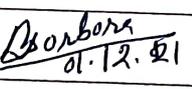
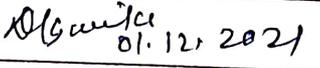
Venue: IQAC Office

An Executive Meeting of IQAC is held today to discuss the following Agenda with the Sub-committee pertained to making the draft of Criteria 2 "Teaching Learning and Evaluation" of SSR.

Agenda of the meeting:

1. Progress report submission of the sub-committee
2. List of recommendation by the sub-committee.

The following members are present in this meeting

SL	Name	Signature
1.	Buddhi Raj Boro.	
2.	Nijasa Rajbongshi.	
3.	Kalid Ch. Rabha	
4.	Ridgul weid	
5.	Bondita Borborca	 01.12.21
6.	Nilip Hazarika	 01.12.2021

  
Principal & Secretary  
Dudhnoi College

# Minutes of Executive Meeting

of

Internal Quality Assurance Cell

Dudhnoi College

Date: 01/12/2021

Venue: IQAC Office

The following Minutes are made after the meeting with the sub-committee assigned to prepare the the draft of Criteria 2 of SSR-- "Teaching Learning and Evaluation".

## Minutes:

1. Points of confusions have been discussed and redressed properly.
2. The subcommittee assured final submission of Draft on or before 28<sup>th</sup> December, 2021
3. It decides to start the "Students Satisfaction Survey" under the supervision of IQAC from 10<sup>th</sup> December, 2021

Dr. Bidyut Kalita



Coordinator, IQAC

Dudhnoi College, Dudhnoi



Dr. Lalit Ch. Rabha  
Principal & Secretary  
Dudhnoi College  
Principal

Dudhnoi College, Dudhnoi

# Minutes of Executive Meeting

of

Internal Quality Assurance Cell

Dudhnoi College

Date: 04/12/2021

Venue: IQAC Office

The following Minutes are made after the meeting with the sub-committee assigned to prepare the the draft of Criteria 5 of SSR– “Students’ Support and Progression”.

## Minutes:

1. The subcommittee is making cautious progress; and is collecting required data for filling up the SSR.
2. Points of confusions have been discussed and redressed properly.
3. The subcommittee assured final submission of Draft on or before 5<sup>th</sup> January, 2022.
4. The sub-committee recommended the following to the principal to be completed:
  - a) Institutional Award to students
  - b) Soft skills development programme for students
  - c) Sports activities for students



Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College, Dudhnoi



Dr. Lalit Ch. Rabha

Principal & Secretary  
Dudhnoi College  
Principal

Dudhnoi College, Dudhnoi



**Executive Meeting**  
Of  
**Internal quality Assurance Cell (IQAC)**  
**Dudhnoi College**

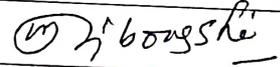
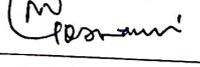
Date: 13/12/2021

An Executive meeting of IQAC core committee is held today at 12.30 PM in its office to discuss the following agenda and to reach out certain decisions accordingly.

**Agenda**

1. Discussion on Students' Satisfaction Survey (SSS)
2. Implementation of Students Mentoring for 2020-2021 academic session
3. Preparedness towards implementation of NEP in the institution
4. Adoption of village and preparation of a roadmap.
5. others

The following Executive Members are present in this meeting:

SL	Name of the Members	Signatures
1	Kalita Ch. Rabha	
2	Biswal Boro	
3	Nijara Rajbongshi	
4	Rajashree Borkaketi	
5	Naren D	
6	Sandipon Patlok	
7	Mridutpal Goswami	
8	Mridul Dutta	
9	Linso Jimungpi	
10	Bridget Keith	
11		
12		
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Secretary  
Dudhnoi College

## Minutes and Resolution

### Executive Meeting

Of

Internal Quality assurance Cell (IQAC)

Dudhnoi College Date: 13/12/2021

The following resolutions have been adopted after due discussion in the meeting held today at IQAC Office.

1. It has resolved to start the students Satisfaction Survey (SSS) immediately. A roadmap will be prepared to train the students in a better way about the process. The Departmental Head will lead the process in its department.
2. It has also resolved to start the students mentoring process immediately by grouping the students among the teachers of each department.
3. The meeting also assigned Dr. Sandipan Pathok, Asst. Professor, Department of History to prepare a roadmap for starting different extension activities as per the mission of Adopted Village Scheme.
4. The meeting also resolved to upgrade the college website as quickly as possible and also to develop the department profile under the supervision of IQAC.



Dr. Lalit Ch. Rabha

Principal & Chairperson

IQAC, Dudhnoi College

Principal & Secretary  
Dudhnoi College



Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

## General Meeting

Internal Quality Assurance Cell

Dudhnoi College

Date: 15/12/2021

A General Meeting of the Dudhnoi College teachers is organised today at 12.30 PM at Conference Hall to discuss the following agenda and to adopt certain resolutions thereafter.

1. Student Satisfaction Survey and preparation of a roadmap for implementation
2. Students' Mentoring System and its implementation
3. Others

The following teachers are present in the meeting held today

SL	Name the Teachers	Attendance
1	Dr. Abdul Kader	AK
2	Sriya Kr. Shwargiary	SK
3	Dr. Sitamani Janta	SK
4	Dibakar Nath	DN 15/12/21
5	Dr. M. L. Dan	MD 15/12/21
6	Raja Ram Babha	RRB 15/12/21
7	Hem chandra Kalita	HCK 15-12-21
8	Subhas Ch Barman	SCB 15/12/21
9	Jilumani Pathak	JP 15/12/21
10	Hargobinda Deka	HD 15/12/21
11	Purna Ch Khadhal	PK 15/12/21
12	Ankita Jain	AJ 15/12/21
13	Bijoy Kant	BK 15/12/2021
14	Hira Babha Babha	HB 15/12/21
15	Abdur Rahman	AR 15/12/21
16	Naren Das	ND 15/12/21
17	Linso Jimungpi	LJ 15/12/2021
18	Roney Chatter	RC
19	Chaity Borah	CB 15/12/21

  
 Principal & Secretary  
 Dudhnoi College

## General Meeting

Internal Quality Assurance Cell

Dudhnoi College

Date: 15/12/2021

A General Meeting of the Dudhnoi College teachers is organised today at 12.30 PM at Conference Hall and adopted the following resolutions :

1. It is resolved that an exclusive campaign will be made across the college to make our students aware about the Student Satisfaction Survey. A Mock Survey will be conducted for this effect.
2. Mentoring of students will be started shortly with slight modification of the existing format.
3. The website will be upgraded immediately. IQAC will take initiative in uploading personal profile of teachers' as well as the Department.
4. Posters and Banners displaying students Satisfaction Survey process will be shown across the college campus.



Dr. Lalit Ch. Rabha  
Principal, & Chairperson, IQAC  
Dudhnoi College

Principal &  
Dudhnoi College



Dr. Bidyut Kalita  
Coordinator, IQAC  
Dudhnoi College





## Minutes

### Meeting of the IQAC

Date: 19/02/2022

An Executive Meeting of IQAC is organized today on 19/02/2022 (Tuesday) at 11.30 in the office of the IQAC in presence of the following Executive members and the members of the subcommittee of Criteria II (Teaching, Learning and Evaluation) to discuss the delay in the submission of the report of the respective criteria. The following key points have been discussed in the meeting:

1. All the members of the sub-committee (Dr. Tapan Ch. Kalita, Dr. Nijara Rajbongshi, Mr. Budhiraj Bora) informed the committee that they are yet not prepared to submit the report. They are still collecting the required data from various sources; and they expressed that most of the departments are not responding to their request to provide some essential data in spite of the fact that they were sending constant reminders.
2. The meeting also expressed interest that Principal must intervene in the process against them who pays no attention in submitting the data to the sub-committee.
3. The meeting also resolved to give the subcommittee additional ten days to submit their report.



Dr. Lalit Ch. Rabha  
Principal & Chairperson  
Dudhnoi College

Principal & Secretary  
Dudhnoi College



Dr. Bidyut Kalita  
Coordinator, IQAC  
Dudhnoi College

**Executive Meeting**  
of  
**Internal Quality Assurance Cell**  
**Dudhnoi College**

Date: 21/02/2022

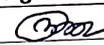
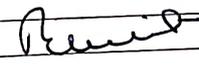
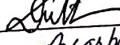
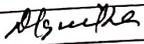
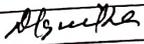
Venue: IQAC Office

An Executive Meeting of IQAC is held today at 11.30 AM to discuss the submission of the report of sub-committee pertaining to filling up of the criteria IV "Infrastructure and Learning Resources" of Self Study Report.

Agenda of the meeting:

1. Discussion on the submission of the Report of the committee.
2. others

The following members are present in this meeting

SL	Name	Signature
1	Birebol Boro	
2	Bidyut weel	
3.	Rajashree Borkakoti	
4.	Jitumoni Pathak	
5	Shibakar Nath	
6.	Bondita Borbaroa	
7.	Dilip Hazarika	

  
Principal & Secretary  
Dudhnoi College

## Minutes

### Meeting of the IQAC

Date: 21/02/2022

An Executive Meeting of IQAC is organized today on 21/02/2022 (Tuesday) at 11.30 in the office of the IQAC in presence of the following Executive members and the members of the subcommittee of Criteria IV (Infrastructure and Learning Resources) to discuss on the submission of the report of the respective criteria. The following key points have been discussed in the meeting:

1. The members of the sub-committee Mr. Dibakar Nath, Mr. Jitumani Pathak and Ms. Rajashree Borkakati explained in details the progress of the report of the criteria IV of the Self Study Report. They also elucidate the difficulties that they encountered and the data required for filling up the criteria IV of the SSR.
2. The meeting today unanimously resolved that necessary steps should be taken to build a well furnished modern smart room.
3. The meeting also resolved that the few LCD projectors which are not functional anymore should be either repaired or replaced as soon as possible.
4. The meeting also resolved to give the subcommittee additional ten days to submit their report.

  
Dr. Lalit Ch. Rabha  
Principal & Chairperson  
Dudhnoi College

**Principal & Secretary**  
Dudhnoi College

  
Dr. Bidyut Kalita  
Coordinator, IQAC  
Dudhnoi College

## Minutes

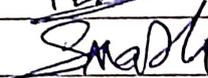
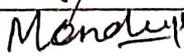
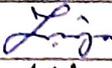
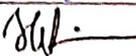
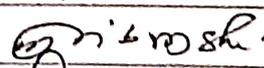
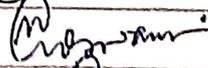
### Meeting of the IQAC

Date: 17/05/2022

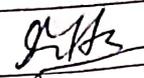
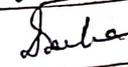
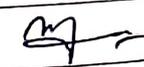
A General Meeting of IQAC is organized today on 17/05/2022 (Tuesday) at 1 PM in the Principal's Chamber in presence of the following Executive members to discuss the following agenda:

1. The seven sub-committee's presentation of their progress report
2. Fixation of a tentative date for submission of SSR
3. Others

The following teachers are present in this meeting

Sl. No	Name of the teachers	Signature
1	DIBAKAR NATH	
2	RAJASHREE BORKAKOTI	
3	SOUMIN NATH	
4	BUDDHI RAS BORO	
5	MONDEEP BAILUNG	
6	Sondipon Pathok	
7	Linsu Limungpi	
8	Tapam ch. Kalita	
9	Nijara Raj'sony shi'	
10	Mridutpal Goswami	
11	Pamoy chetia	
12	Atchana Devi.	

  
Principal & Secretary  
Duchnoi College

13	Mrs. Dutt	
14	Dipali Deke	
15	Jitumoni Pathak	
16	Manohar Lohan Das	
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Principal & Secretary  
Dudhnoi College

## Minutes

### Meeting of the IQAC

Date: 17/05/2022

A General Meeting of the IQAC is organized today on 17/05/2022 (Tuesday) at 1 PM in the Principal's Chamber in presence of the following Executive members to discuss causes of delay in submission of various sub-committee's report pertaining to criteria assigned to them. The minutes of the meeting can be mentioned as shown below:

1. The principal Dr. Lalit Ch. Rabha asked each of the committee about the causes of their delay in submission of their report and expressed his deep concern about submission of SSR on time. Dr. Tapan Kalita, Prof. Mridul Dutta, Dr. Sandipan Pathak, Prof. Dibakar Nath, Prof. Linso Timungpi and Dr. Mridutpal Goswami spoke on behalf their respective committees and explain to the principal about lack of coordination from various departments and busy schedule of the teachers as the causes of the delay. However, the principal told each of these committees to submit their report within 1<sup>st</sup> week of June without fail.
2. Another point of discussion in the meeting is the progress of the mentoring system in the college. Teachers from each departments explained it to the principal. Prof. Fancy Chutia, Prof. Jitumoni Pathak, Prof. Soumin Nath and Budhiraj Boro spoke on behalf of Assamese, Anthropology, Botany and Boro department about the difficulties encountered largely due to the involvement of teachers in other activities of the college and busy exam schedule. Department of political science and English explained that the progress is made as expected.

  
Principal & Secretary  
Dudhnoi College

3. It is also discussed in the meeting about making a video on the college anthem with the rich natural scenery of the college campus. Prof. Hargobinda Deka, Prof. Rajaram Rabha and Prof. S.K. Swargiary will be requested to accomplish this task.



(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary  
Dudhnoi College



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

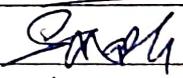
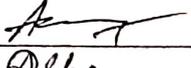
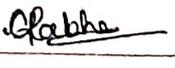
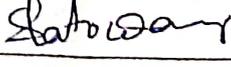
## Meeting of the IQAC

Date: 18/05/2022

A General Meeting of IQAC is organized today on 18/05/2022 (Wednesday) at 1 PM in the Conference Hall in presence of the following teaching and non-teaching members of Dudhnoi College to discuss the following agenda:

1. Discussion on upcoming NAAC assessment and accreditation
2. Alumni Engagement
3. Implementation of an effective Teachers' Appraisal system.
4. Preparation of Department profile
5. Others

The following teachers are present in this meeting

Sl. No	Name	Department	Signature
1	BHASKAR PATHAK	Zoology	
2	Sandipan Pathak	History	
3	Basantha Rabha	Environment Std	Basantha Rabha
4	Mondeep Bailing	Philosophy	M.B.
5	Soumin Nath	Botany	
6	Anuj K Das	Computer Science	
7	Amrasha Rabha	Botany	Asha
8	Chitralekha Rabha	Botany	
9	Kiran Kumari Daga	Chemistry	K.K. Daga
10	Shiyashree Dutta	Chemistry	
11	Saranna Patowary	Assamese	

  
Principal & Secretary  
Dudhnoi College

12	Angira Sarmah Rabha.	Pol. Science	
13	Linso Limungpi	Geography	
14	Jaya Das	Anthropology	Das.
15	Pamey chutia	Assamese	
16	Rajashree Borakoti	Librarian	
17	Nigara Raj Boraghu	Statistics	
18	Rony Boro	Education	
19	Archan Das	Education	
20	Swarna Hazarika.	Education	
21	Dipanjali Das	Zoo	
22	Bisra Chouhan	Chemistry	18/05/2022
23	Rishmi Sarma	Geography	
24	Priyanka Rabha	Geography	
25	Abhinav Rahman	Statistics	
26	Subhas Ch. Barman	Beon.	
27	Hargobinda Deka	History	
28	Phulodur Sarma	Zoology	
29	Hem ch. Kalchik	Geography	
30	Jagabandhu Kalisi	Edu	
31	Raja Ram Borha	Assamese	
32	Nilamani DUTTA	Philosophy	
33	Manoj Lahar Das	chemistry	
34	Abhikur Wal	Pol. Science	
35	Jitumanu Patra		
36	Rupjoti Mazumdar	English	
37	Susany K. Daimary	Commerce	
38	Samar Medhi	YGeo.	
39	Chichanfa Rabha	Pol Science	

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Dudhnol College



## Minutes

### Meeting of the IQAC

Date: 18/05/2022

A General Meeting of the IQAC is organized today on 18/05/2022 (Tuesday) at 1 PM in Conference Hall in presence of the following Executive members to discuss upcoming NAAC assessment and accreditation process, Alumni engagement, Teachers' Appraisal system and preparation of department profile. The minutes of the meeting can be mentioned as shown below:

1. The principal Dr. Lalit Ch. Rabha explained to all the teachers about the upcoming NAAC process and asks coordination from each and every faculty members. All the heads are asked to prepare an extensive departmental profile along with a PowerPoint presentation.
2. A discussion on submission of data and documentations as per Data verification and validation process took place. Prof Dibakar Nath drew the attention of the people present that before taking geo-tag photo of any physical infrastructure of the college to be properly organized and maintained. In this regard, the said professor asks the principal to entrust these of organization and cleanliness of properties on two 4<sup>th</sup> grade employees.
3. Dr. Bidyut Kalita and Mr. Dilip Hazarika spoke on behalf of IQAC and requests the entire members present in the meeting to cooperate with the various sub-committees by providing required data in fulfilling assigned criteria of Self Study Report. The IQAC members also stated the necessity of proper implementation of ongoing Mentoring process. Upon which, each department explained the status of the mentoring process in their respective departments.

  
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4. In line with institutional Vision, Mission and best practice, the departments are asked to develop their own vision, mission and at least two best practice and submit a record of the same along with the departmental profile.
5. Regarding Teachers' Appraisal system and departmental initiative towards slow and fast learners, a discussion took place. All the teachers emphasized the necessity of teachers' appraisal system and asks the principal to prepare a guideline to implement the same. The principal, thereupon, informed the people present that under a centralized system each and every teacher will be appraised of his/her activities based on four criteria—students' feedback on the teacher, his academic activities, extension activities and attendance. A detail guideline will be circulated from the office of the to this effect.
6. At the end of the meeting, most of the departments placed som of their essential requirements to principal like drinking water, computer, ICD projector etc. The principal assured them of quick redressal of their problems.

  
(Dr. Lalit Ch. Rabha)  
Principal & Chairperson, IQAC  
Dudhnoi College  
**Principal & Secretary**  
Dudhnoi College

  
(Dr. Bidyut Kalita)  
Coordinator, IQAC  
Dudhnoi College

## Meeting of the IQAC with Non-Teaching Staff

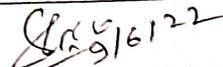
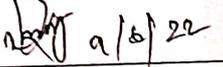
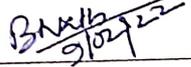
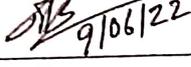
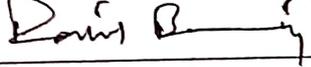
Date: 09.06.2022

A general meeting of IQAC is organised today on 09/06/2022 at 3 p.m. in the Conference Hall, Dudhnoi College in presence of the Principal and the following IQAC members and non-teaching members of Dudhnoi College.

### AGENDA

1. DISCUSSION ON APPRAISAL OF NON-TEACHING STAFF
2. TRAINING OF OFFICE STAFF.
3. OTHERS

The following members are present in the meeting:

Sl. No.	Name	Position	Signature
1	SUNITA KANTA DAS	UDA	 9/6/22
2	DARBAN DAZ RAJHA	Head Assst	 9/6/22
3	Nil Kumar Hasowary	Jr. Assst	 9/6/22
4	Bhupen Nath.	UDA	 9/6/22
5	Sabraday Basumatary	Grade IV	 9/6/22
6	Dorono Rajha.	Grade-IV	 9/6/22
7	Ratan Basumatary	Jr. Assst	
8	Tarani Kanta Roy	Grade IV	 9/6/22
9	Naba Kanta Rajha	Jr. Assst	
10	Manikanta Boro	Grade IV	
11	Niva Das	Library Assistant	Niva Das
12	Dhitesh Ch Nath	L Bearer	
13	Manamohan Khokha	Lib-bearer	
14	Dwijan Rajha.	LBB (Lib-bearer)	
15	Mahatma Khokha	Grade IV	
16	Digambar Ray	Grade IV	

  
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Dudhnoi College

17	Nikm Subodhar	Grade IV	Nikm Subodhar
18	Babon K.L.C		Babon
19	Pallabi Barumadaj	11 iv	Pallabi Barumaj
20	Padma Sutradu	Grade IV	Padma Sutradu
21	Purnima Basumat	Lab. Bazar.	Purnima Basu
22	Rama Kt. Rabha	Lab, Bazar.	Rathe
23	Nital Roy.	Lab, Bazar	ROY.
24	Dipin Daimay	Office	
25	Kulashom Rabha	PHY	Kulashom Rabha
26	Dina moni Jarams	Office	
27	POP. Rabha	"	POP. Rabha.
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 Dudhnoi College

## Minutes

### Meeting of the IQAC

Date: 09/06/2022

A General Meeting with the non-teaching staff of Dudhnoi College is organized today on 09/06/2022 (Thursday) at 2.30 PM in the Conference Hall in presence of the following members to discuss appraisal system of non-teaching staff and other related matters. The minutes of the meeting can be mentioned as shown below:

1. Dr. Bidyut Kalita, the coordinator of IQAC, explained the purpose and process of the appraisal system for the understanding of all the non-teaching staff. Together with the appraisal by the principal and self-appraisal, the non-teaching staff's appraisal will be completed. In this appraisal format, the non-teaching staff is to evaluate himself/herself on different criteria out of total 60 points. Then, a comparative statement will be published on the basis of appraisal by the principal and self-assessment by the employee. In this regard, Dr. Kalita shared a standard operating procedure with the non-teaching employee.
2. In regard to the training of Office Staff, Junior office Assistant Mr. Nilkamal Hazowary told to the meeting that though most of the office staff are adept in the use of ICT and Office automation software, yet it is highly recommended to organize such a training for constant upgradation of knowledge and enhancement of skills.

  
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3. Based on the discussion and recommendation, the principal decides to organize a weeklong training programme on the use of ICT and office automation for all the Office Staff of Dudhnoi College from 15 June to 22 June, 2022. The IQAC was asked to prepare a detail schedule of the programme and to initiate appropriate measure as and when required.



(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary  
Dudhnoi College



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

## Meeting of the IQAC

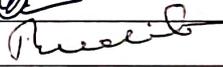
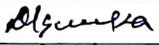
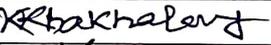
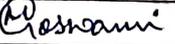
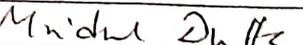
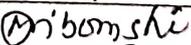
### Dudhnoi College

Date: 12/10/2022

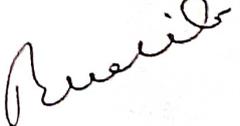
An Executive Meeting of IQAC is organized today on 12/10/2022 at 1.30 PM in the office of the IQAC in presence of the following Executive members to discuss the following agenda:

1. Students' mentoring system.
2. SWOC analysis of the college
3. College expenditure of the last five years
4. Others

The following members are present in this meeting

Sl. No	Name of the members	Signature
1	Dr. Lalit Ch Rabha, Principal & Chairperson, IQAC	
2	Dr. Bidyut Kalta, Coordinator, IQAC	
3	Mr. Dilip Hazarika, Joint coordinator, IQAC	
4	Ms. Bondita Borbora, Joint coordinator, IQAC	
5	Mr. Birbol Boro, Member	
5	Mr. Kshirode Khakhalary, Member	
6	Dr. Mansh Lochan Das, Member	
7	Mr. Dibakar Nath, Member	
8	Dr. Abul Hussain, Member	
9	Mr. Surjya Kumara Swargiary, Member	
10	Mr. Naren Das, Member	
11	Dr. Mridutpal Goswami, Member	
12	Dr. Mridul Dutta, Member	
13	Ms. Linso Timungpi	
14	Dr. Nijara Rajbongshi	
15	Mr. Pranoy Kalita, Member	

  
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Dudhnoi College



**Proceedings**  
**Meeting of the IQAC**  
**Date: 12/10/2022**

The following key points have been discussed in the meeting:

The meeting started with Dr. Bidyut Kalita, coordinator of IQAC, explaining the purpose of the meet. In his speech, he explained that mentoring process for the year 2021-22 has just been accomplished, though feedback from mentees is still awaited. At the same time, mentoring for the new session 2022-23 has also kicked off. Required instruction are made ready to be sent to the teachers and also necessary arrangements have been made to sensitize students about the importance of such system once again. In this point, IQAC would like to listen to opinion and suggestions of each esteemed members before starting the next cycle of mentoring of students. Dr. Kalita also drew attention of the members to re-set the SWOC of the college as many of the challenges and weakness defined by NAAC in its last A&A has been addressed properly.

In his explanation of the purpose of the meet, Dr. Kalita also seeks attention of the members that preparation of Self Study Report (SSR) requires details of the expenditure of the college; at the same time, it requires such data to be reflected in the annual financial audit of the college. However, from 2019-20 onward the audit of the college is yet to be completed, though the process is going on. In this regard, valuable opinion is sought from each member.

Thereafter, the principal chaired the meeting and made it open for discussion and suggestion from each of the members. Taking this opportunity, Ms. Linso Timungpi

  
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Dudhnoi College



shared some of her insights and experiences as mentor that took place during the accomplishment of mentoring of students. She also suggests that little bit of modification is required in the instructional format that each mentor requires to keep against each student. Next to her, Dr. Mridul Dutta offers his opinion that mentoring really helped the teacher come close to his students and know them better, which eventually guides them well.

In regard to the SWOC of the college, the principal told the members that most of the weaknesses and challenges found earlier and recognized by NAAC have been addressed and turned into advantages. However, there are new challenges and weaknesses that still exist. In this regard, Mr. Dibakar Nath pointed out that still the college does not have a clear cut off marks at the time of admission of students. As a result, all those who have passed the qualifying examination with minimum marks are allowed admission, which affects classroom transaction later. Other members also supported in favour of a move towards imposing cut off marks. Upon that discussion, the principal explained that most of the departments have their own cut off marks for honours course. For regular course, there is no cut off marks yet, but will be imposed soon.

Ms. Bondita Borbora, joint coordinator of IQAC, continuing this discussion further, drew attention of the members to the fact that number of students coming for admission in science stream is not encouraging. The institution should attract more students to study science. To do this, Ms. Borbora suggests, one should remove fear from the mind of people towards science by developing interest towards it. For this, the college must come out of its comfort zone and reach out to the people living in the vicinity of Dudhnoi to inform them about the benefit of studying science through different programmes.

Thereafter, in his speech Mr. Birbol Boro wanted to know the progress that IQAC is making in submitting the SSR. Mr. Dilip Hazarika, joint coordinator of IQAC, informed the meeting that complete draft of Institutional profile along with extended profile and executive summary has been prepared, and will be placed before the executive committee for scrutiny and correction soon. Mr. Hazarika also informed that all the

  
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Dudhnoi College



answers under qualitative metrics have been drafted and data for quantitative metrics are being collected and is in the final stage. Moreover, supporting documents for each kind of metrics are being serialized according to the metrics. Therefore, IQAC is hopeful that by 30 November 2022, the Institutional Information for Quality Assessment (IIQA) can be sent to NAAC.

After much discussions on each point of the agenda, the following resolutions have been adopted unanimously:

**Resolution No 1:** With slight modification in the existing mentoring format, the form will be distributed among departments by 15<sup>th</sup> November, 2022 for the academic year 2022-23. The IQAC will oversee the whole process.

**Resolution No 2:** The college authority will take stringent action to give cut off marks for admission into degree 1<sup>st</sup> semester from next academic year.

**Resolution No 3:** IQAC will plan and execute a series of extension and outreach activities to popularize science in the vicinity of Dudhnoi in 2022-23 academic year.

**Resolution No 4:** IQAC will take necessary measures to submit IIQA to NAAC for 3<sup>rd</sup> cycle of A&A by the end of November, 2022.

  
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Dudhnoi College



Before the end of the meeting Dr. Bidyut Kalita read out the proceedings along with the resolutions adopted on that day for the kind information of the all the members. At the end, the principal Dr. Lalit Ch. Rabha thanked all the members for their valuable opinions and suggestions, and invites joint efforts in future for the sake of quality improvement in the college.



(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Principal & Secretary  
Dudhnoi College

Chairperson,  
IQAC, Dudhnoi, College  
Date .....



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

Coordinator,  
IQAC, Dudhnoi College  
Date .....



# Meeting of the IQAC

## Dudhnoi College

Date: 11/02/2023

A General Meeting of teaching staff is organized today on 11/02/2023 at 1 PM in the Conference Hall of the in presence of the following Executive members to discuss the following agenda:

1. Discussion on activities of various committees.
2. Discussion preparation of lesson plan, teaching plan & teachers' diary.
3. Discussion on Self Study Report
4. Discussion on submission of IIQA

The following teachers are present in this meeting

Sl. No	Name of the teachers	Designation	Signature
1	Abdur Rahman	Asst. Prof	[Signature]
2	Abdul Kadir	Associate Prof	[Signature]
3	BITASIKAR PATILAK	Asst. Prof	[Signature]
4	Phulendra or Saran	Asst. Prof	[Signature]
5	Tapan Ch. Kalita	Associate prof	[Signature]
5	Naren Das	Asst. Prof.	11/02/23
6	Subhas Ch. Barman	Asst. Prof.	[Signature]
7	Mridul Dutta	Asst. Prof	[Signature]
8	Jitendra Palak	Asst Prof	[Signature]
9	Raja Ram Palak	"	[Signature]
10	Anuj Kumar Das	"	[Signature]
11	Tusar kanti Das	"	[Signature]

12	Dhyanendra Rabha	Guest Lecturer	Rabha
13	Scenbaree Das Rabha	V/A	Rabha
14	Jaidip Das	Asst. Prof	Das
15	Nil Kamal Hazarwar	Asst.	
16	Jahar Lal Mukherjee	Lt Asst	
17	Tarani Kanta Roy	L. Ber	
18	Dinamni Sarma	Asst. Prof	
19	DWipen Raha	Asst. Prof	
20	Dipen Dasgupta	Asst. Prof	
21	Mahatma Khakhariya	S.G	
22	Digambar Das	S.G	
23	Ratul Basumatary	Gr Asst	
24	Satyadev Basumatary	Lab-Bearer	11-02-23
25	Naba K. Rabha	Asst. Prof	
26	Swartha Kanta Das	LDA	
27	Mandeep Baidung	Asst. Prof.	mandeep
28	Ankita Jain.	Asst. prof.	11/2/23
29	Jasmine Rabha	"	Rabha 11/2/23
30	Avia Praba Rabha	Associate Prof.	Rabha 11/2/23
31	BINA CHOUHAN	Associate Professor	11/02/2023
32	Rashmi Sarma	Asst. Prof.	11/2/23
33	Debashree Kashyap	Asst Prof	11/2/23
34	Boby Biswakarma	Asst Prof.	11/2/23
35	Rony Boroo	Asst. Prof.	11/2/23
36	Mentricksha Khakhariya	Asst. Prof.	11/2/23
37	Archana Devi.	Asst. Prof.	11/2/23
38	Mamasi Dasgupta	Asst. Prof.	11/02/23
39	Aparajita Dasgupta	Asst. Prof.	11/02/23
40	Dipanjali Das	Asst. Prof	11/02/23
41	Bondita Borborca	Asst. Prof.	Borborca

42	Khogen Gogri		
43	Anuradha Rabha	Asst. Prof.	Rabha
44	Dipali Debn		Debn
45	Soumin Nath	Associate prof.	Nath
46		Assistant Professor	Nath
47			
48			
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Principal & Secretary  
 (Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College

Receipt

(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

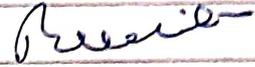
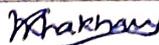
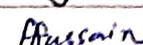
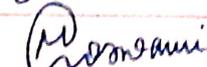
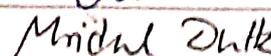
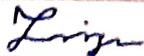
## Meeting of the IQAC

Date: 14/02/2023

An Executive Meeting of IQAC is organized today on 14/02/2023 at 2 PM In the office of the IQAC in presence of the following Executive members to discuss the following agenda:

1. Discussion on two-Day workshop NEP
2. Planning of activities of IIC
3. Others

The following teachers are present in this meeting

Sl. No	Name of the teachers	Signature
1	Dr. Lalit Ch Rabha, Principal & Chairperson, IQAC	
2	Dr. Bidyut Kalta, Coordinator, IQAC	
3	Mr. Dilip Hazarika, Joint coordinator, IQAC	
4	Ms. Bondita Borbora, Joint coordinator, IQAC	
5	Mr. Birbol Boro, Member	
5	Mr. Kshirode Khakhalary, Member	
6	Dr. Marjsh Lochan Das, Member	
7	Mr. Dibakar Nath, Member	
8	Dr. Abul Hussain, Member	
9	Mr. Surjya Kumara Swargiary, Member	
10	Mr. Naren Das, Member	
11	Dr. Mridutpal Goswami, Member	
12	Dr. Mridul Dutta, Member	
13	Ms. Linso Timungpi, member	

  
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14	Dr. Nijara Rajbongshi, Member	N Rajbongshi -
15	Mr. Pranoy Kalita, Alumni Member	प्रणय कलिता

  
Principal & Secretary  
Dudhnoi Collage

**Proceeding**  
**Meeting of the IQAC**

**Date: 14/02/2023**

The meeting started with principal & chairperson of the IQAC, Dr. Lalit Ch. Rabha, taking the chair. Thereafter, the coordinator, Dr. Bidyut Kalita in his speech on the purpose of the meeting said that understanding the importance national education policy 2020 and its framework is necessary for successful implementation of the same from the academic session 2023-24. Keeping the relevance of the topic in mind, IQAC is mulling over organizing a workshop on NEP at Dudhnoi College. In this regard, IQAC seeks judicious opinion and suggestions from the members. It is in this regard, the meeting is organized:

The meeting witnessed active participation of all the members present in the meeting and the following resolutions have been adopted at the end.

**Resolution No 1:** A two-day workshop on NEP-2020 will be organized on 21<sup>st</sup> and 22<sup>nd</sup> February, 2023.

**Resolution No 2:** As resource persons, experts will be invited who has empirical knowledge about problems and prospects of the NEP framework.



Dr. Bidyut Kalita  
Coordinator, IQAC  
Dudhnoi College



Dr. Lalit Ch. Rabha  
Principal & Chairperson, IQAC  
Dudhnoi College  
Principal & Secretary  
Dudhnoi College

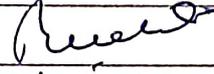
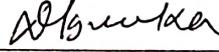
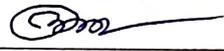
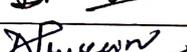
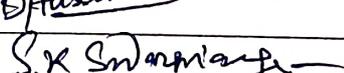
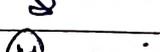
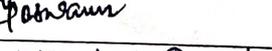
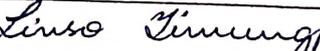
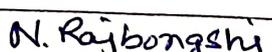
## Meeting of the IQAC

Date: 09/03/2023

An Executive Meeting of IQAC is organized today on 09/03/2023 at 1.30 PM in the office of the IQAC in presence of the following Executive members to discuss the following agenda:

1. Discussion on submission of IIQA
2. Others

The following teachers are present in this meeting

Sl. No	Name of the teachers	Signature
1	Dr. Lalit Ch Rabha, Principal & Chairperson, IQAC	
2	Dr. Bidyut Kalta, Coordinator, IQAC	
3	Mr. Dilip Hazarika, Joint coordinator, IQAC	
4	Ms. Bondita Borbora, Joint coordinator, IQAC	
5	Mr. Birbol Boro, Member	
6	Mr. Kshirode Khakhalary, Member	
7	Dr. Manash Lochan Das, Member	
8	Mr. Dibakar Nath, Member	
9	Dr. Abul Hussain, Member	
10	Mr. Surjya Kumar Swargiary, Member	
11	Mr. Naren Das, Member	
12	Dr. Mridutpal Goswami, Member	
13	Dr. Mridul Dutta, Member	
14	Ms. Linso Timungpi, member	
15	Dr. Nijara Rajbongshi, Member	
16	Mr. Pranoy Kalita, Alumni Member	

  
Principal & Secretary  
Dudhnoi College

**Proceeding**  
**Meeting of the IQAC**

**Date: 09/03/2023**

The meeting started with principal & chairperson of IQAC Dr. Lalit Ch. Rabha taking the chairs. Thereafter, Dr. Bidyut Kalita coordinator of IQAC, explained the purpose of the meeting. In his speech, Dr. Kalita informed the members that Dudhnoi College is going to invite NAAC for the third cycle of evaluation and assessment; and has progressed well in the preparation of Self Study Report. Therefore, IQAC would like to start the process with the submission of Institutional Information for Quality Assessment (IIQA) if the august gathering today give their consent. It is in this context in particular the meeting is convened today.

The meeting witnessed dynamic participation of each and every member present in the meeting and offers their judicious opinion and suggestions with regard to submission of IIQA . Moreover, the meeting held discussion on inclusion of new members in IQAC due to the vacancy of certain positions due to various reasons.

Upon much discussions, the following resolutions have been adopted unanimously:

**Resolution 1:** it has been resolved after due approval of all the members that IQAC should submit the IIQA for third cycle of evaluation and assessment.

**Resolution 2:** It has been resolved that a General Meeting of the teaching and non-teaching staff of Dudhnoi College be held shortly to sensitize them for the third cycle of NAAC evaluation.

**Resolution 3:** It has been resolved that Prof. Phulendra Sarma, vice principal and Ms. Nabanita Borah, Asst. Professor Department of Education will be included as teacher member in IQAC due to the vacancy of two member's position.



Dr. Bidyut Kalita  
Coordinator, IQAC  
Dudhnoi College



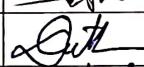
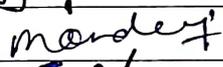
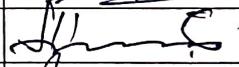
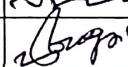
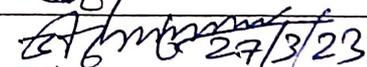
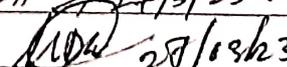
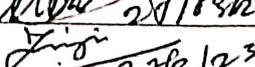
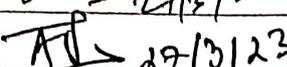
Dr. Lalit Ch. Rabha  
Principal & Chairperson, IQAC  
Dudhnoi College  
Principal & Chairperson  
Dudhnoi College

## General Meeting

A General Meeting is organised today on 27/03/2023 at 12.30 PM in the conference Hall to discuss the following agenda:

1. Golden Jubilee Celebration
2. SSR submission

The following teachers were present in the meeting

S. No	Name	signature
1		
2		
3.	Tapan Ch. Kalita	
4	Dr. Abulhasan	
5.	Subhas Ch Barman	
6	Dilamoni Datta	
7	Shikhar Nath	
8.	Abdul Kadir	
9.	Mondeep Baileung	
10	Soremir Nath	
11	Jilimani Patra	
12	Naren Das	
13.	Mridul Datta	
14	Shafiqul Hossain	
15	Khogen Gogoi	
16.	Budhi Raj Bara	
17	Don Souowal	 27/3/23
18.	Deepak Das	 27/03/23
19	Bippy Saha.	 27/03/23
20	Amey Kumar Das	 27/3/23
21	Jusar Karbi Das	 28/03/23
22.	Linso Limungpi	 27/3/23
23	Ankita Jain	 27/3/23

  
Principal & Secretary  
Dudhnol College

