

# OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

[dikhowmukhcollege@gmail.com](mailto:dikhowmukhcollege@gmail.com)/[iqacmoglow2019@gmail.com](mailto:iqacmoglow2019@gmail.com)

Ref. No.....

Date:10-07-2019

## NOTICE

A MEETING OF TEACHING STAFF IS SCHEDULED ON 12-07-2019 AT 1.30 PM TO DISCUSS THE FOLLOWING AGENDA.

1. WORKSHOP ON USE OF ICT
2. ORIENTATION PROGRAMME FOR STUDENTS
3. CELEBRATION OF COLLEGE FOUNDATION DAY
4. CELEBRATION OF 73<sup>RD</sup> INDEPENDENCE DAY
5. ANY OTHER IMPORTANT MATTERS

ALL ARE REQUESTED TO ATTEND THE MEETING.

Venue: Conference Hall

  
Mr Pabitra Kr Dutta  
Principal i/c

  
Dikhowmukh College, Sivasagar, Assam

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC

  
Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....

Date:12-07-2019

## Minutes of the Staff Meeting held on 12-07-2019

A Staff meeting was held on 12-07-2019 under the presidentship of Principal i/c. Mr Pabitra Kr Dutta. IQAC Coordinator said the purpose of the meeting. President of the meeting announced the agenda to the house and after having point wise discussion following resolutions have been unanimously taken.

### Resolution No.1

The meeting decided to celebrate the 38<sup>th</sup> Foundation Day of the college on 26<sup>th</sup> July,2019 with rituals and inviting the veteran well wishers of the college who have been associated with the college since inception. It is also decided to hold a plantation drive programme inside the college campus

### Resolution No.2


The meeting decided to organize a week long workshop on use of ICT Tools in collaboration with IIT, Guwahati in the month of August as per convenience. It is also decided to entrust Mr Romen Kalita to communicate with the concerned person of IIT in this regard.

### Resolution No.3


The meeting decided to organize few number of orientation programmes on Career development of the students. Departments are asked to extend their support to Career and Guidance Cell for the same.

### Resolution No.4

The meeting resolves to organize Independence Day programme as per Govt. guideline in force.

  
**Mr Pabitra Kr Dutta**  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
**Dr Ranjit Kr Boruah**  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....


Date:12/07/2019

Signature Sheet:Meeting Date: 12/07/2019

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	P. Dutta 12/7
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah 12/7/2019
3	Mr Pranjal Borah	Associate Prof. English	J. N. B.
4	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
5	Ms Rupjyoti Boruah	Associate Prof. Education	R. Boruah
6	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
7	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. B.
8	Mr Khirod Khanikor	Associate Prof. Economics	K. Khanikor
9	Ms Pronoti Boruah	Associate Prof. Economics	P. Boruah
10	Mr Romen Kalita	Assistant Prof. Economics	R. Kalita
11	Dr Protim Sharma	Associate Prof. English	P. Sharma
12	Mr Parashmoni Saikia	Associate Prof. History	P. Saikia
13	Mr Champha Wangsu	Assistant Prof. Pol. Science	C. Wangsu
14	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
15	Ms Gitamoni Borah	Associate Prof. Education	G. Borah
16	Mr Prasanta Dutta	Associate Prof. Pol. Science	P. Dutta
17	Dr Rijumoni Saikia	Associate Prof. Education	R. Saikia
18	Dr Pranjit Boruah	Associate Prof. Assamese	P. Boruah
19	Mr Gunamoni Boruah	Associate Prof. History	G. Boruah
20	Mr Dilip Kr Saikia	Associate Prof. Sociology	D. Saikia
21	Mr Haren Chetia	Assistant Prof, Pol, Science	H. Chetia
20	Mr Pramud Borah	Sr. Assistant	P. Borah

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....

Date:11-08-2019


## NOTICE

**A STAFF MEETING IS SCHEDULED ON 13-08-2019 AT 1.30 PM AT FIRST FLOOR CONFERENCE HALL TO DISCUS AND TAKE DECISIONS ON UNDER MENTIONED AGENDA**

- 1. HOLDING A CAREER COUNSELLING PROGRAMME**
- 2. STUDENTS' UNION ELECTION**
- 3. COLLABORATING PROGRAMMES WITH V.K.C**
- 4. ANY OTHER MATTERS**

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c - Secretary  
Dikhowmukh College

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College



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DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date:13-08-2019

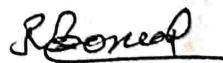
## Minutes of the Staff Meeting held on 13-08-2019

A Staff meeting was held on 13-08-2019 under the presidentship of Principal i/c. Mr Pabitra Kr Dutta. Addressing the members he said that we are planning to organize a week long Career counseling programme for our UG students. We need to discuss in this matter and take appropriate decision on it. The counseling programme will be held in collaboration with 'Success Point', Amguri and it will be moderated by the Career and Guidance Cell.

- The meeting has unanimously decided to start a week-long Career Counseling programme in collaboration with Success Point, Amguri from 16<sup>th</sup> August, 2019. One day will be allotted for the students of each and every department so that regular classes will not be hampered.
- The meeting decided to hold the Students' Union General Election in the last week of August.
- In the meeting decision has been taken to organize student centric effective programmes in collaboration of Village Knowledge Centre.
- In the meeting, the principal i/c proposed that a 2x2 fencing is to be erected around the Moglow Tank, where Turtle Conservation is in progress. The proposal was accepted by the members present.

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....


Date:13/08/2019

Signature Sheet:Meeting Date: 13/08/2019

Sl No	Name of Attendee	Designation	Signature
1	MrPabitra Kr Dutta	Principal i/c	P. Dutta 13/8
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah 13/8
3	Dr Pranjal Borah	Associate Prof. English	J. Borah
4	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
5	MsRupjyoti Bqruah	Associate Prof. Education	R. Boruah
6	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
7	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. Boruah
8	MrKhirodkhanikor	Associate Prof. Economics	K. Khanikor
9	Ms Pronoti Boruah	Associate Prof. Economics	P. Boruah
10	Mr Romen Kalita	Assistant Prof. Economics	R. Kalita
11	Dr Protim Sharma	Associate Prof. English	P. Sharma
12	MrParashmoniSaikia	Associate Prof. History	P. Saikia
13	MrChamphaWangsu	Assistant Prof. Pol. Science	C. Wangsu
14	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
15	MsGitamoni Borah	Associate Prof. Education	G. Borah
16	Mr Prasanta Dutta	Associate Prof. Pol. Science	P. Dutta
17	Dr RijumoniSaikia	Associate Prof. Education	R. Saikia
18	Dr Pranjit Boruah	Associate Prof. Assamese	P. Boruah
19	MrGunamoni Boruah	Associate Prof. History	G. Boruah
20	MrDilip Kr Saikia	Associate Prof. Sociology	D. Saikia
21	MrHarenChetia	Assistant Prof, Pol, Science	H. Chetia
20	MrPramud Borah	Sr. Assistant	P. Borah

  
MrPabitra Kr Dutta  
Principal i/c

Principal i/c  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date:10-09-2019

## NOTICE

A MEETING OF TEACHING AND NON-TEACHING STAFF WILL BE HELD ON 12-09-2019 AT 1.00 PM AT CONFERENCE HALL TO DISCUS ABOUT EXPEDITE THE PROCESS OF ENTRY OF LIBRARY BOOKS IN SOUL SOFTWARE AND OTHER IMPORTANT MATTERS. ALL ARE REQUESTED TO ATTEND THE SAME WITHOUT FAIL.



Mr Pabitra Kr Dutta  
Principal i/c

Principal & Secretary  
Dikhowmukh College



Dr Ranjit Kr Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....

Date:12-09-2019


## Minutes of the Staff Meeting held on 12-09-2019

A Staff meeting is held on 12-09-2019 under the president ship of Principal i/c. Mr Pabitra Kr Dutta. IQAC coordinator Dr Ranjit Kr Boruah describes the purpose of the meeting. He said that the process of books entry in SOUL is going slow in the library. The person who is engaged in the process is to expedite the matter. Principal i/c asked the librarian in this connection and librarian replied that due to under staff he is facing lots of problems. He requested the house to appoint one technically skilled person in the library. Staff members also give their opinion and agree with the librarian. After discussing on the agenda in a very much positive way the meeting anonymously take the following decisions.

1. The meeting has decided that subject to the approval of Governing Body principal should appoint one skilled B.Lib. Person purely temporary and contractual basis to meet the issue arises in the library. Meeting suggested the principal i/c to pay Rs.4/- per book to the person concerned for entry in SOUL.
2. The meeting decided to make an Education Tour with the financial grant of State Govt. already received to Kolkota of interested students of 6<sup>th</sup> semester under the guidance of faculty members.
3. The meeting decided to organize a day long workshop on Climate Changes in Rural Context in collaboration with Village Knowledge Centre,

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date: 12/09/2019

Attendance sheet of the members in the staff meeting held on 12/09/2019

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	P. Dutta 12/9
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah
3	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
4	Dr Pranjal Borah	Associate Prof. English	P. Borah
5	Ms Rupjyoti Boruah	Associate Prof. Education	R. Boruah
6	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
7	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. Boruah
8	Mr Khirod Khanikor	Associate Prof. Economics	K. Khanikor
9	Dr Arundhati Bhuyan	Associate Prof. English	X ↑
10	Dr Protim Sharma	Associate Prof. English	P. Sharma
11	Mr Parashmoni Saikia	Associate Prof. History	P. Saikia
12	Ms Swpnali Borah	Assistant Prof. Assamese	S. Borah
13	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
14	Ms Gitamoni Borah	Associate Prof. Education	G. Borah
15	Mr Prasanta Bhattacharyy	Librarian	P. Bhattacharyy
16	Dr Rijumoni Saikia	Associate Prof. Education	R. Saikia
17	Dr Pranjit Boruah	Associate Prof. Assamese	P. Boruah
18	Mr Gunamoni Boruah	Associate Prof. History	G. Boruah
19	Mr Dilip Kr Saikia	Associate Prof. Sociology	D. Saikia
20	Mr Haren Chetia	Assistant Prof, Pol, Science	H. Chetia

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal & Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....

Date:19-09-2019


## NOTICE

**A STAFF MEETING (BOTH TEACHING AND NON-TEACHING) WILL BE HELD ON 21-09-2019 AT 1.00 PM AT CONFERENCE HALL TO DISCUS FOLLOWING MATTERS.**

- 1. PROGRAMME OF NSS**
- 2. MOTIVATIONAL PROGRAMME FOR STUDENTS**
- 3. PROGRAMMES IN COLLABORATION WITH VKC**
- 4. ANY OTHER**

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date:21-09-2019

## Minutes of the Staff Meeting held on 21-09-2019

A Staff meeting is held on 21-09-2019 under the president ship of Principal i/c. Mr Pabitra Kr Dutta to discuss some important agenda and following resolutions were anonymously taken.

### Resolution No.1

The meeting resolves that under the aegis of NSS Unit of the college and in association with the District Transport Department one Road Safety awareness programme will be observed to aware the vehicle riders about the traffic rules.

### Resolution No.2

The meeting decided to organize the Farewell Meeting of Mr. Khagen Borah, Sr. Assistant on October 3<sup>rd</sup>, 2019.

### Resolution No.3

The meeting decided to held multi dimensional programmes in collaboration with Village Knowledge Centre for the greater interest of the students as well as local farmers. Moreover the house has decided to organized other career and motivational programmes under the initiation of Career & Guidance Cell and IQAC. All the departments are asked to mastermind in this

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr Boruah  
Coordinator, IQAC

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Ref. No.....

Date:21/09/2019

## Attendance sheet of the members in the staff meeting held on 21/09/2019

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	P. Dutta 21/9
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah
3	✓ Dr Arundhati Bhuyan	Associate Prof. English	x ↓
4	<del>Dr</del> Pranjal Borah	Associate Prof. English	P. Borah
5	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
6	Dr Protim Sharma	Associate Prof. English	P. Sharma
7	Mr Parashmoni Saikia	Associate Prof. History	P. Saikia
8	Ms Swpnali Borah	Assistant Prof. Assamese	S. Borah
9	Ms Rupjyoti Boruah	Associate Prof. Education	R. Boruah
10	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
11	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. Boruah
12	Mr Khirod Khanikor	Associate Prof. Economics	K. Khanikor
13	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
14	Ms Gitamoni Borah	Associate Prof. Education	G. Borah
15	Mr Gunamoni Boruah	Associate Prof. History	G. Boruah
16	Mr Dilip Kr Saikia	Asso. Prof. Sociology & NSS PO	D. Saikia
17	Mr Haren Chetia	Assistant Prof, Pol, Science	H. Chetia
18	Dr Pranjit Boruah	Associate Prof. Assamese	P. Boruah
19	Dr Rijumoni Saikia	Associate Prof. Education	R. Saikia
20	Mr Prasanta Bhattacharyy	Librarian	P. Bhattacharyy

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC



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Ref. No.....

Date:1/11/2020

## NOTICE

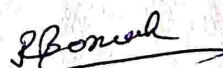
IT IS FOR INFORMATION TO ALL THE FACULTY MEMBERS THAT A MEETING IS BEING SCHEDULED ON 3/11/2020 AT 1.30 PM TO DISCUSS THE FOLLOWING MATTERS.

1. ACADEMIC MATTERS
2. PURCHASING OF BOOKS TO LIBRARY
3. REPAIRING OF LAVATORY FOR GIRLS
4. ANY OTHER IMPORTANT MATTERS

**ALL ARE REQUESTED TO ASSEMBLE IN THE UPSTAIR CONFERENCE HALL ON TIME.**

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC

IQAC, Dikhowmukh College

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DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

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Ref. No.....

Date:3/11/2020

## Minutes of the meeting held on 3/11/2020

A meeting of the staff members held today on 3<sup>rd</sup> November,2020 under the chairmanship of Mr Pabitra Kr Dutta to discuss under mentioned matters.

1. Academic Quality Development during Covid Pandemic
2. Purchasing of Books to Library
3. Repairing of Girls Lavatory
4. Any Other

IQAC Coordinator Dr Ranjit Kr Boruah delivered a speech on holding of classes on blended mood as Govt. SOP has not allowed coming all the students for physical classes. Principal i/c Mr Pabitra Kr Dutta also requested all the faculty members to keep in constant touch with the students so that they can be motivated. He asked all to maintain the Covid protocol in this pandemic period.

- The meeting decided to hold physical classes in a restricted manner. 1<sup>st</sup> 3<sup>rd</sup> and 5<sup>th</sup> semester students are allowed for offline classes in alternate day. Apart from offline classes departments are asked to continue online classes as their convenience.
- The meeting decided to held the Higher Secondary 2<sup>nd</sup> year Classes regularly and Higher Secondary 1<sup>st</sup> year classes as per odd even roll number.
- The meeting decided to purchase text books and reference books for the central library. In this regard, head of the departments are asked to prepare list of books and provided the same to the librarian.
- The meeting decided to repair the girls toilet and constitute a attach lavatory in principal's room.
- The meeting decided to held farewell function of Mr Dilip Kr Saikia, Associate Professor in Sociology on 9<sup>th</sup> November, 2020 who has already retired in the month of September,2021.
- The meeting asked IQAC coordinator to held a felicitation programme for Mr Pranjal Borah who has already achieved two prestigious awards of Best Film Critique back to back, PRAG CINE AWARD OF BEST FILM CRITIQUE (2017) & STATE FILM CRITIQUE AWARD, GOVT. OF ASSAM. (2018)

  
Mr Pabitra Kr Dutta  
Principal i/c

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC

Principal i/c Secretary  
Dikhowmukh College

Coordinator,  
Dikhowmukh College  
\* \* \* \* \*  
IQAC



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Date: 03/11/2020

Ref. No.....

Signature Sheet: Meeting Date: 03/11/2020

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	P. Dutta
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah
3	Dr Pranjal Borah	Associate Prof. English	P. Borah
4	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
5	Ms Rupjyoti Boruah	Associate Prof. Education	R. Boruah
6	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
7	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. Boruah
8	Mr Khirod Khanikor	Associate Prof. Economics	K. Khanikor
9	Ms Pronoti Boruah	Associate Prof. Economics	P. Boruah
10	Mr Romen Kalita	Assistant Prof. Economics	R. Kalita
11	Dr Protim Sharma	Associate Prof. English	P. Sharma
12	Mr Parashmoni Saikia	Associate Prof. History	P. Saikia
13	Mr Champha Wangsu	Assistant Prof. Pol. Science	C. Wangsu
14	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
15	Ms Gitamoni Borah	Associate Prof. Education	G. Borah
16	Mr Prasanta Dutta	Associate Prof. Pol. Science	P. Dutta
17	Dr Rijumoni Saikia	Associate Prof. Education	R. Saikia
18	Dr Pranjit Boruah	Associate Prof. Assamese	P. Boruah
19	Mr Gunamoni Boruah	Associate Prof. History	G. Boruah
20	Mr Pramud Borah	Sr. Assistant	P. Borah

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC

Coordinator  
IQAC, Dikhowmukh College

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Ref. No.....

Date:02-02-2020

## NOTICE

**A MEETING OF FACULTY MEMBERS IS CONVENED ON 04-02-2020 AT PRINCIPAL'S CHAMBER TO DISCUSS SOME IMPORTANT MATTERS. ALL ARE ASKED TO ASSEMBLE AT 1 P.M WITHOUT FAIL**

THANK YOU



**Mr Pabitra Kr Dutta**  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College



**Dr Ranjit Kr Boruah**  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date:04-02-2020

## Minutes of the Staff Meeting held on 04-02-2020

The staff meeting held on 04-02-2019 under the presidentship of Principal i/c. Mr Pabitra Kr Dutta has discussed the under mentioned matters and unanimously taken the following decisions.

### Agenda

1. Cultural Exchange Programme at Arunachal Pradesh
2. Farewell of Mr Satya Ranjan Borah, Jr. Asstt.
3. Any other important matters.

**Decision 1:** The meeting praised and approved the initiative of Department of Political Science for holding the Cultural Exchange Programme with Wancho Students' Union at Kanubari, Arunachal Pradesh on 14<sup>th</sup> Feb, 2020.

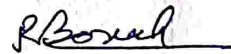
**Decision 2:** The meeting decided to hold the Farewell Function of Mr Satya ranjan Borah, Jr. Asstt. on the very day of his retirement i.e. 29<sup>th</sup> February, 2020.

**Decision 4:** The meeting decided to organize Covid-19 awareness programmes among the students as well as local communities.



Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College



Dr Ranjit Kr Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College

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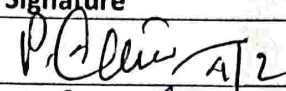
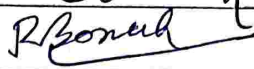
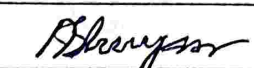
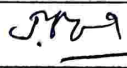


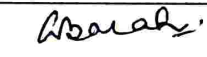
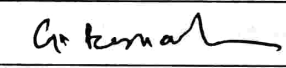
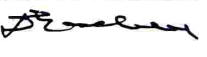
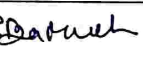
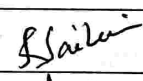
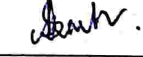
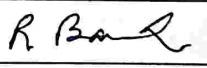
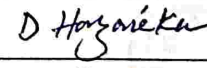


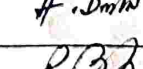

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Ref. No.....


Date:04/02/2020

Attendance Signature: 04/02/2020

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	
3	Dr Arundhati Bhuyan	Associate Prof. English	
4	<del>Dr</del> Pranjal Borah	Associate Prof. English	
5	Dr Arundhati Bhuyan <sup>X</sup>	Associate Prof. English	X ↑
6	Dr Protim Sharma	Associate Prof. English	
7	Mr Parashmoni Saikia	Associate Prof. History	
8	Ms Gitamoni Borah	Associate Prof. Education	
9	Mr Gunamoni Boruah	Associate Prof. History	
10	Mr Dilip Kr Saikia	Asso. Prof. Sociology & NSS PO	
11	Mr Haren Chetia	Assistant Prof, Pol, Science	H. Chetia
12	Dr Pranjit Boruah	Associate Prof. Assamese	
13	Dr Rijumoni Saikia	Associate Prof. Education	
14	Ms Swpnali Borah	Assistant Prof. Assamese	
15	Ms Rupjyoti Boruah	Associate Prof. Education	
16	Mr Deben Hazarika	Associate Prof. Sociology	
17	Dr Anup Kr. Boruah	Associate Prof. Assamese	
18	Mr Khirod Khanikor	Associate Prof. Economics	
19	Mr Ananta Dutta	Assistant Prof. Economics	
20	Mr Prasanta Bhattacharyy	Librarian	

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c  
Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC  
Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date:07-03-2020


## NOTICE

**ANURGENT STAFF MEETING IS SCHEDULED ON 09-03-2020 AT PRINCIPAL'S CHAMBER TO DISCUSS SOME IMPORTANT MATTERS. ALL ARE ASKED TO ASSEMBLE AT 1 P.M WITHOUT FAIL**



**Mr Pabitra Kr Dutta**  
Principal i/c

Principal i/c  
Dikhowmukh College



**Dr Ranjit Kr Boruah**  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College

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Ref. No.....

Date:09-03-2020

## Minutes of the Staff Meeting held on 09-03-2020

The staff meeting held on 09-03-2020 under the presidentship of Principal i/c. Mr Pabitra Kr Dutta has discussed the under mentioned matters and anonymously take the following decisions.

### Agenda

1. Discussion on Covid-19 situation.
2. Celebration of International Womens' Day.
3. Any other important matters.

**Decision 1:** In conformity with the fastgrowing threat of the pandemic Covid-19 situation the meeting decided to organise a series of awareness programmes and distribute sanitary items to the local communities on 15<sup>th</sup> March, 2020.

**Decision 2:** The meeting decided to entrust Women Cell of the College to organize the International Womens' Day in a fruitful manner.

  
**Mr Pabitra Kr Dutta**  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
**Dr Ranjit Kr Boruah**  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College



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Ref. No.....

Date:09/03/2019

Attendance Signature: 09/03/2019

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	P. Dutta 9/3
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	R. Boruah
3	Dr Arundhati Bhuyan	Associate Prof. English	A. Bhuyan
4	Pranjal Borah	Associate Prof. English	P. Borah
5	Dr Arundhati Bhuyan	Associate Prof. English	*
6	Dr Protim Sharma	Associate Prof. English	P. Sharma
7	Mr Parashmoni Saikia	Associate Prof. History	P. Saikia
8	Ms Gitamoni Borah	Associate Prof. Education	G. Borah
9	Mr Gunamoni Boruah	Associate Prof. History	G. Boruah
10	Mr Dilip Kr Saikia	Asso. Prof. Sociology & NSS PO	D. Saikia
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15	Ms Rupjyoti Boruah	Associate Prof. Education	R. Boruah
16	Mr Deben Hazarika	Associate Prof. Sociology	D. Hazarika
17	Dr Anup Kr. Boruah	Associate Prof. Assamese	A. Boruah
18	Mr Khirod Khanikor	Associate Prof. Economics	K. Khanikor
19	Mr Ananta Dutta	Assistant Prof. Economics	A. Dutta
20	Mr Prasanta Bhattacharyy	Librarian	P. Bhattacharyy

  
Mr Pabitra Kr Dutta  
Principal i/c

Principal i/c Secretary  
Dikhowmukh College

  
Dr Ranjit Kr. Boruah  
Coordinator, IQAC

Coordinator,  
IQAC, Dikhowmukh College