

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date:11/7/2020

Minutes of the IQAC meeting (online) held on 11/07/2020

A meeting of faculty members of the college is held on 11-07-2020 in virtual mood through Google Meet. The meeting is hosted by IQAC coordinator Dr Ranjit Kr Boruah. While explaining the purpose of the meeting he said that due to Covid-19 pandemic situations we must continue our academic and other activities both online and offline . We have to organize webinars by targeting our students, teachers and common masses in some relevant issues. Moreover we should engage our students as well as faculty members in other activities apart from regular online classes. It is our responsibility to keep in touch with our students and show our social responsibility to the local communities , specially those who are adversely affected in floods. The Principal i/c Mr Pabitra Kr Dutta also addresses members present and asks everyone's opinion and suggestion for taking fruitful and effective decisions in this crucial situation. He advises the members to take departmental initiatives to organize programmes like Webinars on relevant issues. Majority of the staff members join in the Google meet and express their views and suggestions. After fruitful discussion the meeting comes to an end by taking following decisions.

Decision 1:

The meeting decided to organize a Flood Relief Camp on July 15th in the nearby affected villages. NSS Programme Officer Mr Dilip Kr Saikia and IQAC Coordinator Dr Ranjit Kr Boruah were entrusted the responsibility to spearhead the programme. Required amount for the Relief Camp will be borne by the Staff Welfare Fund as earlier.

Decision 2:

The meeting decided to organize a Health Awareness online programme on 39th Foundation Day of the College i.e. 26th July, 2020. Decision is taken to invite Dr Tapan Saikia, renowned Oncologist from Mumbai to grace the occasion. Meeting asks Dr Ranjit Kr Boruah to communicate with Dr Saikia.

Decision 3:

The meeting decided to hold a webinar on "Life Style Diseases" in collaboration with Rotary Club, Sivasagar at an early convenient day. In this connection Dr Ranjit Kr Boruah and Dr Protim Sharma were requested to communicate with Dr Ripun Borpuzari, Medical Superintendent and Rotarian.

Decision 4:

The meeting decided to hold series of webinars under the aegis of each department and in association with IQAC of the college. Departments are requested to mastermind it and fix the suitable topics of the webinars in their respective areas.

Decision 5:

The meeting decided to celebrate upcoming 73rd Independence Day on August 15th by organizing an online Speech Competition among students on a suitable topic. The programme may be held in offline mood provided Govt. SOP of Covid situation permits.



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)

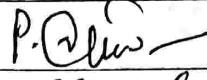
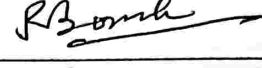


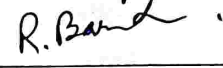




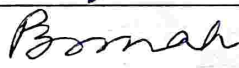
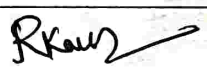



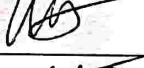
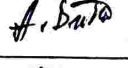
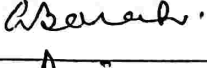
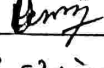
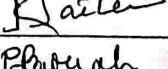
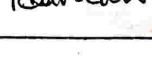
Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date.....

Google Meeting post dated Signature Sheet(Meeting Date: 11/07/2020)

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

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:2/8/2020


Minutes of the IQAC meeting (online) held on 2/8/2020

A Google meeting of faculty members of the college is being held on 02-08-2020. The meeting was hosted by IQAC coordinator Dr Ranjit Kr Boruah. In reference to the earlier online meeting's decision held on 11/07/2020 of organizing a series of webinars, the meeting fixed a tentative schedule and topic as mentioned below

Sl No	Tentative Date	Organizer	Topic	Resource Person
1	8 th August,2020	IQAC	Life Style Diseases	Dr Ripun Borpuzari
2	9 /10August,2020	IQAC	NEP-2020	Dr. Pranjal Buragohain Dr. Dulmoni Goswami
3	18/19 August,2020	Dept. of Education	Covid-19 and Education	Dr Pranjal Buragohain
4	20 th August,2020	Dept. of Political Sc.	Post Covid World Order	Not confirm
5	21 st August,2020	Dept. of English	Mind Skill Development	Not confirmed
6	22/23 August,2020	Dept. of History	Indo-Pak Relations	Dr Biswajit Boruah


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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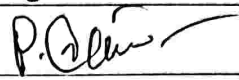
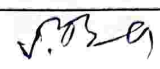
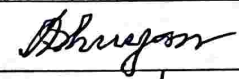
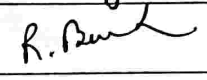
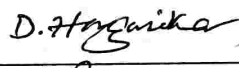


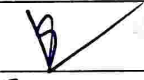
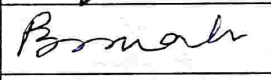

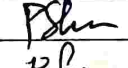
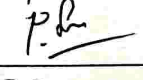

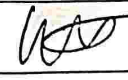
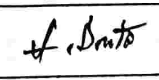
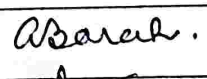
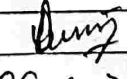
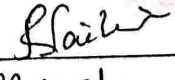
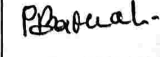
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Google Meeting post dated Signature Sheet(Meeting Date: 02/08/2020)

Sl No	Name of Attendee	Designation	Signature
1	Mr Pabitra Kr Dutta	Principal i/c	
2	Dr Ranjit Kr Boruah	Coordinator, IQAC	
3	Dr Pranjal Borah	Associate Prof. English	
4	Dr Arundhati Bhuyan	Associate Prof. English	
5	Ms Rupjyoti Boruah	Associate Prof. Education	
6	Mr Deben Hazarika	Associate Prof. Sociology	
7	Dr Pranab Chetia	Associate Prof. Education	
8	Dr Anup Kr. Boruah	Associate Prof. Assamese	
9	Mr Khirod Khanikor	Associate Prof. Economics	
10	Ms Pronoti Boruah	Associate Prof. Economics	
11	Mr Romen Kalita	Assistant Prof. Economics	
12	Dr Protim Sharma	Associate Prof. English	
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18	Dr Rijumoni Saikia	Associate Prof. Education	
19	Dr Pranjit Boruah	Associate Prof. Assamese	


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...01/03/2021

NOTICE

IT IS FOR INFORMATION TO ALL THE MEMBERS OF TEACHING AND NON-TEACHING STAFF THAT AN URGENT STAFF MEETING IS BEING SCHEDULED ON 2ND MARCH,2021 AT 1P.M TO DISCUSS THE FOLLOWING METTERS.

1. CONSTITUTION OF IQAC AND OTHER CELLS AND COMMITTEES AFRESH
2. ASSESSMENT OF THE COLLEGE BY NAAC
3. ACADEMIC AND ADMINISTRATIVE AUDIT.
4. TO DISCUSS AND DECIDE FOR ORGANIZING A BOOK FAIR AND STUDENT-CENTRIC PROGRAMMES
5. CREATION OF CORPUS FUND.
6. ANY OTHER RELEVANT MATTERS

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

R Boruah
Principal & Secretary
Dikhowmukh College

Dr Ranjit Kr. Boruah
Principal

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date.....

Minutes of the IQAC meeting (offline) held on 2/3/2021

A meeting of both teaching and non-teaching staff is held on 2nd March, 2021 under the Chairmanship of newly appointed principal Dr Ranjit Kr Boruah. At the very outset he addresses the staff present there and offers thanks and gratitude for their dedication in the development process of the institution. Moreover he seeks suggestions and advices for the betterment of the institution in all spheres. Dr Boruah who was in charge of IQAC Coordinator, NSS Programme Office, AISHE Nodal Officer and also the Coordinator of Media Cell formally resigns from the posts. The purpose of the meeting is to discuss and take decisions on the following matters.

1. To constitute IQAC of the College afresh as per the latest UGC guidelines.
2. Selection of Criterion wise conveyor for preparation of SSR (NAAC)
3. To constitute various cells and permanent Committees of the college afresh.
4. To constitute new committees as per demand of Higher Educational Institutions of Assam.
5. To discuss the updates on the assessment of the College by NAAC
6. Academic and Administrative Audit.
7. To organize a Book Fair
8. To organize Literary and Cultural Competitions among students.
9. Creation of Corpus Fund.

After an elaborate and fruitful discussions, the following decisions are unanimously taken:

Decision 1:

The meeting entrusted the responsibility of IQAC Coordinator with Dr Pranjal Borah, Associate professor, department of English and adviss him to constitute IQAC committee after having a discussion with the principal cum chairman of IQAC, following latest UGC guidelines..

Decision 2:

The meeting selects following teachers as Convenors of different criteria of NAAC

- I. Curricular Aspects: Dr Protim Sharma
- II. Teaching, Learning and Evaluation: Dr Pranab Chetia
- III. Research, Innovation and Extention: Dr Pranjit Boruah
- IV. Infrastructure and Learning Resources: Mr Khirod Khanikor
- V. Student Support and Progression: Mr Champha Wangsu
- VI. Governance, Leadership and Management: Mr Romen Kalita
- VII. Institutional Values and Best Practices: Mr Parashmoni Saikia

Decision 3:

The meeting selected Principal as the Convener of Construction and Purchasing Committee empowered him to co-opt members for the said committees from the teaching and non teaching staff. While discussing the reconstitute the various permanent Cells and Committees house has decided to select the conveners and advice the concern conveners to discuss with the principal for constitute the full fledge cells/committees. Following are the selected conveners.

- 1) Academic Committee: Mr Pabitra Kr Dutta, Asso. Prof. Dept. of Pol. Sc. V.P i/c
- 2) NSS Programme Office: Mr Champha Wangsu, Asstt. Prof. Dept. of Pol. Sc.
- 3) Convener, Media Cell: Dr Protim Sharma, Asso. Prof. Dept. of English
- 4) College Nodel Office: Mr Romen Kalita, Asstt. Prof. Dept. of Economics
- 5) Convener, Sankar Madhab Study Centre: Ms. Pronoti Boruah, Asso. Prof. Dept. of Economics
- 6) Convener, Library Committee: Mr. Prasanta Bhattacharyya, Librarian
- 7) Convener, Sexual Harassment Committee: Ms. Rupjyoti Boruah, Asso. Prof. Dept. of Education
- 8) Convener, Anti Ragging Cell: Mr. Ananta Dutta, Asstt. Prof. Dept. of Economics
- 9) Convener, Red Ribbon Club: Dr. Pranjal Borah, Asso. Prof. Dept. of English
- 10) Convener, Women Cell: Dr Arundhati Bhuyan, Asso. Prof. Dept. of English
- 11) Convener, Information and Career Guidance Cell : Mr. Romen Kalita , Asstt. Prof. Dept. of Economics
- 12) Convener, Publication Cell: Dr Pranjit Boruah, Asso. Prof. Dept. of Assamese
- 13) Convener, Campus Maintenance and Beautification: Mr. Khirod Khanikor, Asso. Prof. Dept. of Economics
- 14) Convener, Grievance Redressal Cell : Mr Pabitra Kr Dutta, Asso. Prof. Dept. of Pol. Sc. V.P i/c
- 15) Convener, Girls' Hostel Management Committee: Dr Arundhati Bhuyan, Asso. Prof. Dept. of English

Decision 4:

The meeting has decided to constitute the following new committees and assign the responsibility of convener as follows. Conveners are empowered to co-opt the members by discussing with principal.

- 1) Convener, Nature Club: Mr Prasanta Dutta, Asso. Prof. Dept. of Pol. Sc.
- 2) Research Committee: Dr. Anup Kr Boruah, Asso. Prof. Dept of Assamese
- 3) ST/SC/Minority Cell: Mr Champha Wangsu, Asstt. Prof. Dept. of Pol. Sc.
- 4) Health and Sanitary Club: Mr Champha Wangsu, Asstt. Prof. Dept. of Pol. Sc.

Decision 5:

The meeting has decided to expedite the process of assessment of the College by NAAC as early as possible. Moreover house has decided to carry out the Academic and Administrative Audit (AAA) of the institution by a competent person at an early date.

Decision 6:

P-4

The meeting has decided to organize Book Fair, Literary & Cultural Competitions among students in convenience of the academic schedule. It is also decided in the meeting that all the departments must avail the opportunity to purchase the required Text and Reference Books in the in campus Book Fair.

Decision 7:

In the discussion of creating a Corpus Fund the members present agreed to contribute any amount of money required for the process of invitation of NAAC and any other venture in the development process of the College.

Decision 8:

The women Cell of the college asked to organize the upcoming International Womens' Day in the college. The convener of the Cell gives positive response on it.

In the presidential remark the principal offers thanks and gratitude to all concerned for their active participation and valuable suggestions.



Dr. Ranjit Kr. Boruah
Principal

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)
Estd. 2006

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dikhowmukhcollege@gmail.com / iqacmoglow2019@gmail.com

Date.:02/03/2021

Members Present in the MeetingSignature

1. Dr Ranjit Kr Boruah, Principal *R. Boruah*
2. Mr Pabltra Kr Dutta, Vice-Principal *P. Dutta*
3. Dr Protim Sharma, Asso. Prof. Dept. of English *P. Sharma*
4. Mr Deben Hazarika, Asso. Prof. Dept. of Sociology *D. Hazarika*
5. Mr Parashmoni Saikia, Asso. Prof. Dept. of History - *P. Saikia*
6. Dr Pranjal Borah, Asso. Prof. Dept of English *P. Borah*
7. Mr Romen Kalita, Asstt. Prof. Dept. of Economics *R. Kalita*
8. Mr Prasanta Dutta, Asso. Prof. Dept of Pol. Sc. *P. Dutta*
9. Mr Prasanta Bhattacharyya, Librarian *P. Bhattacharyya*
10. Dr Arundhati Bhuyan, Asso. Prof. Dept. of English *A. Bhuyan*
11. Ms Pronoti Boruah, Asso. Prof. Dept. of Economics *P. Boruah*
12. Ms Rupjyoti Boruah, Asso. Prof. Dept. of Education *R. Boruah*
13. Mr Dharma Kt Borah, Sr. Assistant *D. Borah*
14. Mr Ananta Dutta, Asstt. Prof. Dept. of Economics *A. Dutta*
15. Dr Pranab Chetia, Asso. Prof. Dept. of Education *P. Chetia*
16. Dr Rijumoni Saikia, Asso. Prof. Dept. of Education - *R. Saikia*
17. Mr Promud Borah, Sr. Assistant *P. Borah*
18. Dr Pranjit Boruah, Asso. Prof. Dept. of Assamese *P. Boruah*
19. Dr Anup Kr. Boruah, Asso. Prof. Dept. of Assamese *A. Boruah*
20. Ms Gitamoni Borah, Asso. Prof. Dept. of Education *G. Borah*
21. Mr Durlav Dutta, Lab. Bearer (G-IV) *D. Dutta*
22. Mr Khirod Khanikor, Asso. Prof. Dept. of Economics *K. Khanikor*
23. Mr Champha Wangsu, Asstt Prof. Dept. of Pol. Sc. *C. Wangsu*
24. Mr Prabhat Saikia, Jr. Assistant *P. Saikia*

R. Boruah

Dr Ranjit Kr. Boruah
Principal

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Ref. No.....

Date:9/3/2021

NOTICE

IT IS FOR INFORMATION TO ALL THE FACULTY MEMBERS THAT A MEETING IS BEING SCHEDULED ON 11/03/2021 AT 1. PM TO DISCUSS THE FOLLOWING METTERS.

1. TO DISCUSS ABOUT MENTOR-MENTEE SYSTEM.
2. USE OF ICT.
3. NAAC ASSESSMENT
4. UPGRADATION OF COLLEGE WEBSITE
5. PUBLICATION OF RESEARCH BASED BOOK
6. ANY OTHER METTERS

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



Dr Ranjit Kr. Boruah
Principal

Dr Pranjal Borah
Coordinator, IQAC

Coordinator,
IQAC, Dikhowmukh College

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Ref. No.....

Date:11-03-2021

President cum Principal Dr Ranjit Kr Boruah delivered a speech asking full cooperation in the discussion of all the agenda of the meeting. He also offer thanks and gratitude to the staff members in general and women cell in particular for successful and colorful celebration of International Womens Day in association with Rangpur Mohila Samiti, Savasagar. Vice-Principal Mr Pabitra Kr Dutta delivered some important suggestion for Academic upliftmen of the institution. Principal asks suggestions and innovative ideas from each and every member. Keeping in view the implementation of NEP-2020 everyone gave their opinion covering the responsibility of the teachers in coming days. IQAC Coordinator Dr Pranjal Borah discussed pose corns of preparation of SSR. He asked necessary support from all concerned in it and request the members to provide required information and statistics to expedite the NAAC invitation process.

After having fruitful discussions on all the matters following decisions has been unanimously taken:

Decision 1:

The meeting decided to implement all necessary mechanism to enhance the quality of teaching-learning process. Regular monitoring of the students through mentor-mentee is to be continued in blended mode. It was also decided to increase the numbers of classes by using ICT and numbers of class tests. Moreover departments are advised to arrange teacher exchange programme nereby colleges.

Decision 2:

The meeting decided to complete the SSR to NAAC by May,2021

Decision 3:

The meeting decided to entrust the responsibility to Dr Protim Sharma and Mr Romen Kalita to communicate with the web Page designer R.S. Solution for redesigning the College website at an early date.

Decision 4:

The meeting empowered Principal to rearrange the Office Room, Departmental Staff Rooms as per convenient of infrastructure facility available with the help of Campus Maintenance and Beautification Committee. It was also decided to provide required facilities in the departments considering the fund position of the college.

OFFICE OF THE IQAC

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Ref. No.....







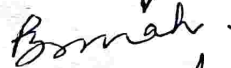

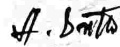


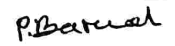


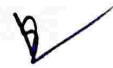
Date.:11/03/2021

Members Present in the Meeting

Signature

1. Dr Ranjit Kr Boruah, Principal
2. Mr Pabitra Kr Dutta, Vice-Principal
3. Dr Protim Sharma, Asso. Prof. Dept. of English
4. Mr Deben Hazarika, Asso. Prof. Dept. of Sociology
5. Mr Parashmoni Saikia, Asso. Prof. Dept. of History
6. Dr Pranjal Borah, Asso. Prof. Dept. of English
7. Mr Romen Kalita, Asstt. Prof. Dept. of Economics
8. Mr Prasanta Dutta, Asso. Prof. Dept. of Pol. Sc.
9. Dr Arundhati Bhuyan, Asso. Prof. Dept. of English
10. Ms Pronoti Boruah, Asso. Prof. Dept. of Economics
11. Ms Rupjyoti Boruah, Asso. Prof. Dept. of Education
12. Mr Ananta Dutta, Asstt. Prof. Dept. of Economics
13. Dr Pranab Chetia, Asso. Prof. Dept. of Education
14. Dr Rijumoni Saikia, Asso. Prof. Dept. of Education
15. Dr Pranjit Boruah, Asso. Prof. Dept. of Assamese
16. Dr Anup Kr. Boruah, Asso. Prof. Dept. of Assamese
17. Ms Gitamoni Borah, Asso. Prof. Dept. of Education
18. Mr Khirod Khanikar, Asso. Prof. Dept. of Economics
19. Mr Champha Wangsu, Asstt Prof. Dept. of Pol. Sc.


Dr Ranjit Kr. Boruah
Principal

OFFICE OF THE IQAC

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Estd. 2006

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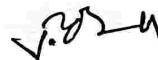
Date:15/03/2021

NOTICE

RESPECTED COORDINATORS OF DIFFERENT CRITERION OF NAAC HEREBY REQUESTED TO ATTEND THE ORIENTATION PROGRAMME ON PREPARATION OF SSR TOMORROW ON 16-03-2021 AT 2PM. THE PROGRAMME WILL BE ONLY FOR TWO HOURS.



Dr Ranjit Kr. Boruah
Principal



Dr Pranjal Borah
Coordinator, IQAC
Coordinator,
IQAC, Dikhowmukh College

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date:16/03/2021

Minutes of the Orientation Programme (offline) held on 16/3/2021

Today on 16th March,2021 the IQAC organizes a orientation programme particularly for the criterion wise NAAC coordinators and staff in general. Resource Person of the O.P was Mr Bidyadhar Boruah, Coordinator, IQAC, Jhanji HNS College. Coordinator Dr Pranjali Borah introduce the resource person among the participants. Principal Dr Ranjit Kr Boruah delivered welcome address and asked the participants to cooperate with the Resource Person. Though it was very much an interactive session RP Mr Boruah address the gathering highlighting the role of IQAC in Higher Educational Institution. He said not only in the process of NAAC accreditation but also overall quality development of the institutions depends upon IQAC. In this connection he suggested the coordinators of various criterions along with IQAC coordinator to be pro active and updated with the changes of regulatory authorities of Higher Education in all the time. He emphasis on the procedures of keeping records as per demand of AQAR and SSR. He explain the Qualitative and Quantative Matrix and how to present information and statics in SSR. During his deliberation he meets the quarries of the participants as and when required. While describing the steps of accreditation process he nicely explained about IQA, SSS and DVV procedures. He suggested the following matters.

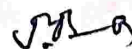
1. Meeting of IQAC at a regular interval.
2. Mission, Vision and Action Plan of IQAC
3. Departmental Mission and Vision and Best Practices of the departments and keeping all the records of the departmental activities in a proper manner.
4. Introducing Certificate and Diploma Courses.
5. At least 2/3 guardian meet and 2/3 Alumni meet round the year.
6. Individual Profiles
7. Academic Audit, Administartive Audit, Green Audit, Social Audit, Energy Audit etc.
8. Conducting Surveys in various aspects
9. Increase the numbers of Digital and virtual class rooms
10. Inter departmental teacher exchange programme.

The participants were satisfied with interaction and IQAC coordinator let him know that though we have such practices but due to various reasons we are failed to keeping records. He also explain that his deliberation makes clear most of the things that we are doing.

Finally Principal delivered vote of thanks to all concerned.



Dr. Ranjit Kr. Boruah
Principal



Dr Pranjali Borah
Coordinator, IQAC

Coordinator,
IQAC, Dikhowmukh College

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006








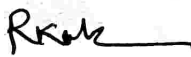





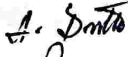


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Ref. No.....

Date.:16/03/2021

Participants present

Signature

1. Dr Ranjit Kr Boruah, Principal: 
2. Mr Pabitra Kr Dutta, Vice-Principal 
3. Dr Pranjal Borah, Coordinator, IQAC: 
4. Dr Protim Sharma:: Curricular Aspects: 
5. Dr Pranab Chetia:: Teaching, Learning and Evaluation:
6. Dr Pranjit Boruah:: Research, Innovation and Extention: 
7. Mr Khirod Khanikor:: Infrastructure and Learning Resources: 
8. Mr Champha Wangsu:: Student Support and Progression: 
9. Mr Romen Kalita:: Governance, Leadership and Management: 
10. Mr Parashmoni Saikia :: Institutional Values and Best Practices: 
11. Mr Prasanta Bhattacharyya, Librarian 
12. Dr Arundhati Bhuyan, Asso. Prof. Dept. of English 
13. Ms Pronoti Boruah, Asso. Prof. Dept. of Economics 
14. Ms Rupjyoti Boruah, Asso. Prof. Dept. of Education 
15. Mr Ananta Dutta, Asstt. Prof. Dept. of Economics 
16. Dr Pranab Chetia, Asso. Prof. Dept. of Education 
17. Dr Rijumoni Saikia, Asso. Prof. Dept. of Education - 


Dr Ranjit Kr. Boruah
Principal


Dr Pranjal Borah
Coordinator, IQAC

Coordinator,
IQAC, Dikhowmukh College

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Ref. No.....

Date:21/03/2021

NOTICE

IT IS FOR INFORMATION TO ALL THE FACULTY MEMBERS THAT A MEETING IS BEING SCHEDULED ON 23/03/2021 AT 1. PM TO DISCUSS THE FOLLOWING METTERS.

1. POST ACADEMIC AUDIT ANALYSIS
2. INTRODUCTION OF NEW COURSES
3. PREPARATION OF PROSPUCTUS
4. DISCUSSION ON BOOK FAIR
5. ANY OTHER METTERS

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



Dr Ranjit Kr. Boruah
Principal



Dr Pranjal Borah
Coordinator, IQAC

Coordinator,
IQAC, Dikhowmukh College

OFFICE OF THE IQAC

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Estd. 2006

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Ref. No.....

Date:23/03/2021

Minutes of the IQAC meeting (offline) held on 23/3/2021

A meeting of faculty members of the college is being held on 23-03-2021 under the president ship of Principal cum IQAC chairman Dr Ranjit Kr Boruah. IQAC coordinator Dr Pranjal Borah highlighted the purpose of the meeting as follows.

1. Analysis of Academic and Administrative Audit Report
2. Introduction of Self Financing Courses
3. Preparation of Prospectus
4. Discussion on upcoming Book Fair
5. Organize work shop on Lesson Plan Preparation
6. Orientation Programme for Library
7. Any other important matters

Before going to the agenda Principal offer thanks and congratulations to staff members for successful completion of the Academic and Administrative Audit which was hold on 20th March,2021. He highly pleased with the initiatives took especially by the IQAC office bearer and staff as a whole.

Following decisions have been unanimously taken after point wise discussion of the agenda prepared for the meeting:

Decision 1:

After analyzing the report of the Academic and Administrative Audit the meeting decided to take necessary measures to overcome the lapses mentioned by the Resource Person in the report. IQAC coordinator has to take follow up action in proper way. Principal will look after the actions taken by the persons concerned in both academic and non-academic aspects.

Decision 2:

Keeping in view the suggestion of the Academic and Administrative Audit report the meeting decided open at least one need based and viable self financing course as early as possible. Emphasis has been given to introduce courses like, "Spoken English", "Event Management", "Creative Writing", "Computer Diploma" etc.

Decision 3:

The meeting has decided to organized a workshop on "Preparation of Lesson Plan" which is to be organized by the department of Education.

Decision 4:

Decision has been taken to organized a Book Fair under the aegis of Library in collaboration with IQAC on 30th,31st March and 1st April,2001. It was also decided to organize various literary competitions among students during these days.

Decision 5:

To making the Library Automation System more effective decision has been taken to organize an one day Orientation Programe by inviting skilled person.

Decision 6:

The meeting advised principal to arrange a display board of staff contributions both cash and kind to the development of the college and local community.

Decision 7:

The meeting decided to arrange a popular talk on spirituality by inviting any one prominent motivational speaker of Assam at his convenience.

The meeting come to an end with the speech of principal where he offer thanks to members present.



Dr. Ranjit Kr. Boruah
Principal



Dr Pranjal Borah
Coordinator,IQAC
Coordinator,
IQAC, Dikhowi.ukh College

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

Estd. 2006

dikhowmukhcollege@gmail.com/iqacmoglow2019@gmail.com

Ref. No.....

Date.:23/03/2021

Members Present in the Meeting

Signature

1. Dr Ranjit Kr Boruah, Principal
2. Mr Pabitra Kr Dutta, Vice-Principal
3. Mr Parashmoni Saikia, Asso. Prof. Dept. of History
4. Dr Pranjal Borah, Asso. Prof. Dept of English
5. Mr Romen Kalita, Asstt. Prof. Dept. of Economics
6. Mr Prasanta Bhattacharyya, Librarian
7. Dr Arundhati Bhuyan, Asso. Prof. Dept. of English
8. Ms Pronoti Boruah, Asso. Prof. Dept. of Economics
9. Ms Rupjyoti Boruah, Asso. Prof. Dept. of Education
10. Mr Ananta Dutta, Asstt. Prof. Dept. of Economics
11. Dr Pranab Chetia, Asso. Prof. Dept. of Education
12. Dr Rijumoni Saikia, Asso. Prof. Dept. of Education
13. Dr Pranjit Boruah, Asso. Prof. Dept. of Assamese
14. Dr Anup Kr. Boruah, Asso. Prof. Dept. of Assamese
15. Ms Gitamoni Borah, Asso. Prof. Dept. of Education
16. Mr Khirod Khanikor, Asso. Prof. Dept. of Economics

R. Boruah

P. Dutta

P. Saikia

J. Borah

R. Kalita

P. Bhattacharyya

A. Bhuyan

P. Boruah

R. Boruah

A. Dutta

P. Chetia

R. Saikia

P. Boruah

A. Boruah

G. Borah

K. Khanikor

R. Boruah
Dr Ranjit Kr. Boruah
Principal

J. Borah
Dr ~~Ranjit Kr. Boruah~~ Boruah
Coordinator, IQAC
Coordinator,
IQAC, Dikhowmukh College

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Ref. No.....

Date:18/4/2021

Minutes of the IQAC meeting (online) held on 18/4/2021

A meeting of faculty members of the college along with Students Union members is being held on 18-04-2021 in virtual mood through Google Meet. The meeting was hosted by IQAC coordinator Dr Pranjal Borah. While explain the purpose of the meeting he said that due to Covid-19 pandemic situations we must engaged our students as well faculty members in other activities apart from regular online classes. It is our responsibility to keep in touch with our students involving them with literary and cultural activities so that they may not frustrated in this lock dawn period. The Principal also address in the platform and asked everyone's opinion and suggestion for taking fruitful and effective decisions in this situation. He advised the members to take departmental initiatives to organize programmes like Webinars on relevant issues, literary and cultural competitions etc. All most all the staff members and Union Office bearer joined in the Google meet and express their views and suggestions. After fruitful discussion the meeting comes to an end by taking following decisions.

Decision 1:

The meeting decided to organize a Series of speech competitions among UG and HS students on different relevant topics and current issues which are to be held in the 1st week of May,2021 under the aegis of Students Union in collaboration with IQAC. Moreover the IQAC decided to arrange a audio-visual cultural programme among interested students

Decision 2:

The meeting decided to organize a Prize Money State Level Book Review Competition and State Level Essay Competition under the aegis of NSS Unit of the College at convenient time.

Decision 3:

The meeting entrusted Carrier and Guidance Cell to host Carrier Counseling Programmes, Environmental and Health Awareness Programme for the benefit of the students in particular and large masses in general.



Dr. Ranjit Kr. Boruah
Principal



Dr Pranjal Borah
Coordinator, IQAC

- Coordinator,
IQAC, Dikhowmukh College

OFFICE OF THE IQAC

DIKHOWMUKH COLLEGE, SIVASAGAR (ASSAM)

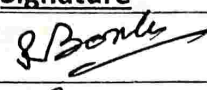
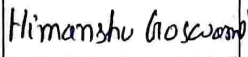

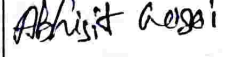
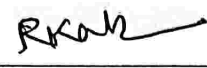
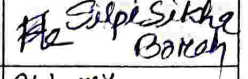

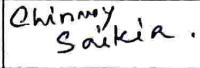
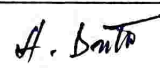




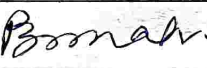
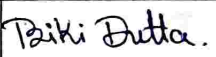
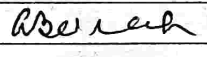

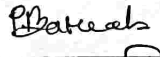
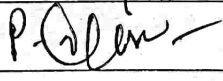



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Ref. No.....

Date.....

Signature of the members joined in the Google Meet collected later date(Meeting Date: 18/04/2021)

Sl No	Name (Faculty)	Signature	Sl No	Name (Students)	Signature
1	Dr Ranjit Kr Boruah		20	Mr Himangsu Goswami	
2	Dr Pranjal Borah		21	Mr Abhijit Gogoi	
3	Mr Romen Kalita		21	Ms Silpisikha Borah	
4	Ms Rupjyoti Boruah		22	Mr Chinmoy Saikia	
5	Mr Ananta Dutta		23	Ms Usharani Dutta	
6	Dr Pranab Chetia		24	Ms Gayatri Saud	
7	Mr Champha Wangsu		25	Ms Navanita Bharali	
8	Mr Khirod Khanikor		26	Mr Suprotim Senapati	
9	Ms Pronoti Boruah		27	Mr Biki Dutta	
10	Ms Gitamoni Borah		28	Mr Abhijit Bhuyan	
11	Dr Anup Kr. Boruah		29	Ms Himadri Saikia	
12	Dr Pranjit Boruah		30	Ms Lakhimoni Kalita	
13	Mr Pabitra Kr Dutta		31	Ms Pompei Dutta	
14	Dr Protim Sharma		32	Ms Haripriya Borah	
15	Mr Deben Hazarika		33	Ms Protibha Gogoi	
16	Dr Arundhati Bhuyan				
17	Mr Prasanta Dutta				
18	Dr Rijumoni Saikia				
19	Mr Parashmoni Saikia				



Dr Ranjit Kr. Boruah
Principal



Dr Pranjal Borah
Coordinator, IQAC
Coordinator,
IQAC, Dikhowmukh College