



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

### Minutes of the Meeting IQAC with Sub-committees

Deomornoi Degree College

Date: 21-06-2025

Venue-IQAC Room

### Agenda

1. Explaining the purpose of the meet
2. Inviting the Chairperson to preside over the meet
3. Teaching-learning and other Academic Issues
4. Review and implementation of Mechanisms for cell/ sub-committees
5. Submission of Annual Quality Assurance Report 2024-2025
6. Others
  - i) Gender audit and Academic Audit for session 2024-2025
  - ii) Green and Energy Audit
  - iii) Departmental Login in College Web
7. End of the meet

Members Present in this meeting-

Sl No.	Name of the members	Signature
1	Dr. Gitali Kalita	
2	Dr. Ajit Kumar Sarma	
3	Sri Bimal Deka	
4	Sri Binoy Bhushan Sarma	
5	Dr. Moon Mani Deyi	
6	Sri Arup Kumar Sarma	
7	Sri Pallab Baruah	
8	Sri Nripen Baishya	
9	Md. Mainul Hoque	
10	Jyotismita Borah	
11	Sri Dipika Devi	
12	Chakradhar Baruah	
13	Dr. Manoj Kumar Sarma	
14	Dr. Nripendra Deka	
15	Brindaban Sarma	
16	Hiranmoyee Medhi	





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17	Miss. Anita Devi	<i>Anita</i>
18	Makibul Hussain	<i>Makibul</i>
19	Mohibul Islam	<i>Mohibul</i>
20	Digambar Deka	<i>Digambar</i>
21	Dr. Mousumi Deka	<i>Mousumi</i>
22	Ramen ch. Lahkar	<i>Ramen</i>
23	Bijoy Kumar Baruah	<i>Bijoy</i>
24	Kanak Ch. Deka	<i>Kanak</i>

### Agenda-wise Discussions

#### Agenda 1: Explaining the Purpose of the Meeting

Discussion:

The Coordinator of IQAC welcomed all members and explained that the meeting aimed to review the functioning of different sub-committees, assess academic and quality-related activities, and plan for the submission of AQAR for 2024–2025.

The house noted the purpose and unanimously agreed to proceed with the agenda

#### Agenda 2: Inviting the Chairperson to Preside Over the Meeting

Discussion:

Members invited the Principal, who is also the Chairperson of IQAC, to preside over the meeting.

The Chairperson accepted the request and proceeded to conduct the meeting.

#### Agenda 3: Teaching–Learning and Other Academic Issues

Discussion:

The meeting discussed measures to enhance classroom engagement, ICT-enabled learning, remedial classes, and continuous evaluation. Members emphasized improving academic planning and student support mechanisms.

#### Agenda 4: Review and Implementation of Mechanisms for Cell/Sub-Committees

Discussion:

All sub-committees presented their activities and challenges. Members reviewed existing mechanisms and proposed updates to ensure better coordination and documentation.

#### Agenda 5: Submission of Annual Quality Assurance Report (AQAR) 2024–2025





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**Discussion:**

The Coordinator informed the house that data collection for AQAR was ongoing and requested timely submission of departmental and committee reports.

**Agenda 6 (i): Gender Audit and Academic Audit for Session 2024–2025**

**Discussion:**

The house discussed the need to conduct the Gender Audit and Academic Audit for the session 2024–2025 as part of quality assurance requirements.

**ii) Green Audit and Energy Audit**

**Discussion:**

The House discussed the importance of conducting Green and Energy Audits to promote environmental sustainability and responsible energy consumption within the institution. It was agreed that separate committees should be formed to conduct these audits systematically

**iii) Departmental Login in College Website**

**Discussion:**

The IQAC discussed the present status of departmental login facilities on the college website. It was noted that enabling departmental login will streamline academic updates, departmental reports, notices, and documentation.

**Resolutions Adopted:**

**Resolution No-2025/08**

It was resolved that departments should strengthen teaching-learning practices, maintain academic records, and ensure regular use of ICT tools.

**Resolution No-2025/009**

It was resolved that all departments and sub-committees must submit required information within the first week of July 2025 to ensure timely submission of AQAR to NAAC.

**Resolution: No-2025/010**

IQAC resolved that all sub-committees must submit monthly reports, maintain proper documentation, and strictly adhere to IQAC guidelines. Updated mechanisms will be implemented from July 2025.

**Resolution No-2025/011**

It was resolved that the Gender Audit and Academic Audit Committees shall conduct the audits by the end of October, 2025 and submit a consolidated report to IQAC.



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### Resolution No-2025/012

The meet resolved to constitute the Gender Audit Committee as Follows-

Convenor- Jyotismita Borah  
Members- Dr. Mousumi Deka  
Bimal Deka  
Chakradhar Baruah

### Resolution No-2025/013

The member of the Academic Audit committee will be as follows-

1. Dr. Lakhi Prasad Hazarika, MSc, M.Phil., PhD, Principal, PDUAM Dalgaon
2. Mr. Borun Kathar, Coordinator, IQAC, PDUAM, Dalgaon
3. Dr. Kumar Chandan Jyoti, Assistant Professor, Department of Political Science, PDUAM, Dalgaon

### Resolution No-2025/014

#### Formation of Green Audit Committee

The following members were nominated and approved to form the **Green Audit Committee**:

1. **Nrepen Baishya** – Convenor
2. **Pallab Baruah** – Member
3. **Mainul Hoque** – Member
4. **Arup Kumar Sarma** – Member

The committee will plan and execute the Green Audit for the college campus for the session 2024–2025 and submit a detailed report to the IQAC with proper recommendations.

### Resolution No-2025/015

#### Formation of Energy Audit Committee

The following members were nominated and approved to form the **Energy Audit Committee**:

1. **Bijoy Kumar Baruah** – Convenor
2. **Dipika Devi** – Member
3. **Hiranmoyee Medhi** – Member
4. **Kank Ch. Deka** – Member

The committee will undertake the Energy Audit, assess current energy usage, and prepare recommendations for efficient energy management.





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Resolution No-2025/016

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It was resolved that all departments shall be provided with login credentials for the college website. The ICT Cell will coordinate the activation of logins and provide necessary guidance to departmental heads.

### Agenda 7: End of the Meeting

The Chairperson thanked all members for their participation and constructive discussions. The meeting concluded with a vote of thanks from the Coordinator.

### Prepared by:

Dr. Ajit Kumar Barma  
Coordinator, IQAC

Deomornoi Degree College

Coordinator, IQAC  
Deomornoi Degree College  
Date .....

### Approved by

Dr. Gitali Kalita  
Principal/Chairperson

Deomornoi Degree College

Principal  
Deomornoi Degree College  
Darrang