



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: 28-04-2025

Venue-Room No-09

Agenda

1. Explaining the purpose of the meet
2. Inviting the Chairperson to preside over the meet
3. Regarding inclusion college under UGC 12(B)
4. Annual Quality Assurance Report 2024-2025
5. Reconstitution of Sub-committees/ Guidelines and Mechanism
6. MOOCS Platform SWAYAM and its Introduction
7. Others
Parrent Meeting ii) Feedback collection iii) ISO Certification
8. 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	Miss. Anita Devi	
4	Makibul Hussain	
5	Mohibul Islam	
6	Sri Arup Kumar Sarma	
7	Sri Pallab Baruah	
8	Sri Nripen Baishya	
9	Md. Mainul Hoque	
10	Sri Bimal Deka	
11	Sri Binoy Bhushan Sarma	
12	Dr. Moon Mani Devi	
13	Dr. Manoj Kumar Sarma	
14	Dr. Nripendra Deka	
15	Brindaban Sarma	
16	Jyotismita Borah	
17	Sri Dipika Devi	
18	Chakradhar Baruah	
19	Hiranmoyee Medhi	



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Minutes of the Meeting

The meeting of the Internal Quality Assurance Cell (IQAC) with its sub-committees was held on 28 April 2025 at Room No. 09, Deomornoi Degree College, under the chairpersonship of Dr. Gitali Kalita, Chairperson of the IQAC.

The meeting commenced with a welcome address by Dr. Ajit Kumar Sarma, IQAC Coordinator, who explained the purpose of the meeting and outlined the agenda items for discussion. The Chairperson was then invited to preside over the meeting.

The following points were discussed and recorded as part of the minute

Agenda-wise Discussion:

1. Purpose of the Meet and Role of Chairperson:

The coordinator elaborated on the objectives of the meeting, emphasizing the review of academic mechanisms, reconstitution of sub-committees, and preparation of the AQAR for 2024–25. The Chairperson was invited to guide the proceedings.

2. Teaching-Learning and Academic Issues:

Members discussed the current teaching-learning practices, the need for improved monitoring mechanisms, and the introduction of innovative teaching methodologies. It was decided to strengthen continuous assessment and mentorship programmes.

3. Querry regarding inclusion college under UGC 12(B):

The meeting discussed the UGC query regarding the college's inclusion under 12(B). Members noted that the IQAC has already submitted the required clarifications and documentation. The house emphasized timely follow-up with UGC and coordination with the affiliating university to ensure smooth processing of the 12(B) applications.

4. Annual Quality Assurance Report (AQAR) 2024–25:

The IQAC Coordinator presented the progress of AQAR preparation and requested all sub-committees to submit their respective reports and data inputs within the stipulated time.

5. Reconstitution of Sub-Committees and Mechanisms:

It was discussed that certain sub-committees required reconstitution for the smooth execution of quality initiatives. New committees were formed and guidelines were finalized.

6. MOOCs and SWAYAM Platform Introduction:

Members discussed the need to create awareness among teachers and students regarding MOOCs and SWAYAM courses. It was decided that orientation sessions would be organized to familiarize the faculty with the platform.



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7. Other Issues:

- i) Parent/Guardian Meeting: It was proposed to organize a Parent Meeting after 15th May 2025.
- ii) Feedback Collection: It was decided to collect feedback from students, teachers, alumni, and parents before 15th June 2025.
- iii) ISO Certification: The possibility of initiating steps toward ISO certification for institutional quality enhancement was discussed.

Resolutions Adopted

Resolution No. 2025/001: It was resolved to constitute an Internship Monitoring Committee to oversee all activities related to the internship programme for FYUGP 4th semester students. The committee comprises:

- Chairperson: Mohibul Islam
- Member Secretary: Brindaban Sarma
- Members:
 - Jyotismita Borah
 - Hiranmoyee Medhi
 - Pallab Baruah
 - Mainul Hoque
 - Chakradhar Baruah

Resolution No. 2025/002: The Routine Committee for the academic session 2025–2026 was constituted as follows:

- Chairperson: Anita Devi
- Members:
 - Nripen Baishya
 - Ramen Ch. Lakhkar
 - Mainul Hoque
 - Mohibul Islam

Resolution No. 2025/003: All sub-committees are empowered to select student representatives from each semester and submit the names to the Principal for final approval.

Resolution No. 2025/004: It was resolved to send the newly formulated mechanism for each sub-committee to the respective members for their consent and necessary corrections.

Resolution No. 2025/005: A Parent/Guardian Meeting is scheduled to be organized after 15th May, 2025. All Heads of Departments (HoDs) are entrusted with taking the necessary initiative for its successful conduct.

Resolution No. 2025/006: The meeting resolved to collect feedback from various stakeholders before 15th June, 2025. The Feedback Committee is entrusted with initiating and executing all related procedures.



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Resolution No. 2025/006: Brindaban Sarma is entrusted with the responsibility to create awareness among teachers regarding MOOCs and SWAYAM platforms.

Resolution No-2025/007: The House resolved that the **IQAC of Deomornoi Degree College** has formally initiated the process for the college's inclusion under **UGC 12(B)** and has submitted the required query/clarifications to the University Grants Commission as sought by the UGC.

It was further resolved that the IQAC will continue to coordinate with the UGC and provide any additional documents or responses as required, ensuring timely progress of the 12(B)-inclusion process.

Conclusion:

The Chairperson, Dr. Gitali Kalita, appreciated the efforts of IQAC and sub-committees in promoting quality initiatives and urged continued collaboration for institutional improvement.

The meeting concluded with a vote of thanks by Dr. Ajit Kumar Sarma, IQAC Coordinator, expressing gratitude to the Chairperson and all members for their active participation.

Prepared by:

Dr. Ajit Kumar Sarma
Coordinator, IQAC
Deomornoi Degree College
Date

Approved by

Dr. Gitali Kalita
Principal/Chairperson
Deomornoi Degree College