



# INTERNAL QUALITY ASSURANCE CELL

## DEOMORNOI DEGREE COLLEGE

Deomornoi, Darrang (Assam), Pin-784147

Email ID- iqacddc2022@gmail.com

Ref. No.....

Date .....

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

Date: 28 November 2024

Presided by: Dr. Gitali Kalita, Chairperson

Recorded by: Dr. Ajit Kumar Sarma, IQAC, Coordinator

Time: 2.00 PM

Venue: IQAC ROOM

#### Members Present:

1. Dr. Gitali Kalita	<i>Gitali</i>
2. Dr. Ajit Kumar Sarma	<i>AS</i>
3. Miss. Anita Devi	<i>Anita</i>
4. Sri Dipika Devi	<i>DD</i>
5. Dr. Moon Mani Devi	<i>MM</i>
6. Chakradhar Baruah	<i>CB</i>
7. Sri Binoy Bhushan Sarma	<i>BB</i>
8. Sri Arup Kumar Sarma	<i>AS</i>
9. Mukut Ch. Deka	<i>MD</i>
10. Sri Pallab Baruah	<i>PB</i>
11. Sri Abani Sahariah	<i>AS</i>
12. Dr. Nripendra Deka	<i>ND</i>
13. Sri Bijoy Kumar Baruah	<i>BK</i>
14. Makibul Hussain	<i>MH</i>

#### Agenda and Minutes

##### Agenda 1: Purpose of Meeting and Invitation to Chairperson

The IQAC Coordinator, Dr. Ajit Kumar Sarma, welcomed all the members and sub-committee representatives. The purpose of the meeting was explained—to review the activities and achievements of the IQAC for the session 2023–24 and to discuss the preparation and submission of the **Annual Quality Assurance Report (AQAR)**.

The Chairperson, Dr. Gitali Kalita, was invited to preside over the meeting.

##### Resolution:2024/22

The members unanimously accepted the agenda and approved the Chairperson to preside over the session.

##### Agenda 2: Annual Quality Assurance Report (AQAR) for 2023–24 and Submission

The coordinator presented the draft AQAR for the academic session 2023–24, highlighting key activities, best practices, quality initiatives, and outcomes achieved during the year. Members of various sub-committees shared their inputs, suggestions, and data updates to ensure completeness and accuracy of the report.



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### Discussions Included:

- Review of curricular, co-curricular, and extension activities.
- Faculty development programs and research achievements.
- Student support and progression initiatives.
- Infrastructure and ICT upgradation.
- Feedback analysis and action taken.

After deliberations, the house resolved to:

**Resolution: 2024/23** Approve the final draft of the **AQAR 2023–24** with minor corrections as discussed.

**Resolution: 2024/24** Authorize the IQAC Coordinator to submit the AQAR to **NAAC** through the institutional portal before the due date.

Agenda 3: Regarding 12(B) of UGC.

**Resolution 2024/25** The meeting resolved that *IQAC* has initiated the formal process for applying for inclusion under **Section 12(B) of the UGC Act, 1956**. The college shall prepare and submit all required documents and compliances as per UGC norms. It was further resolved that the college will officially communicate with the affiliating university, **Gauhati University**, to obtain the necessary endorsements, clarifications, and support required for the 12(B)-application process.

### Agenda 4: Others

Other relevant issues discussed included:

- a) Planning of quality enhancement programs and workshops for the upcoming year (2024–25).
- b) Strengthening of documentation processes and data collection mechanisms.
- c) Encouragement for all departments to maintain evidence-based records for NAAC purposes.

**Resolution:2024/26** It was resolved that sub-committees would prepare their respective action plans and submit reports to IQAC.

### Agenda 5: Speech and Remarks by Chairperson

The Chairperson, Dr. Gitali Kalita, appreciated the efforts of IQAC and its sub-committees in maintaining quality standards and promoting continuous improvement.

The Chairperson emphasized the importance of teamwork, timely documentation, and proactive participation in institutional development initiatives.

### Agenda 6: Vote of Thanks

The IQAC Coordinator proposed the vote of thanks, expressing gratitude to the Chairperson, sub-committee members, and all participants for their active involvement and valuable suggestions.



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**Agenda 7: End of the Meeting**

The meeting concluded with a note of appreciation and mutual commitment toward enhancing institutional quality.

**Prepared by:**

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

**Approved by:**

Dr. Gitali Kalita  
Chairperson, IQAC

Principal  
Deomornoi Degree College  
Darrang