

IQAC, DARRANG COLLEGE

The IQAC, Darrang College has been reconstituted w.e.f 01/12/2014 with the following members:

1. Dr. ProbinKalita Coordinator
2. Prof. H.N Morang Member
3. Dr. Pankaj Hazarika -do-
4. Dr. JnandabhiramChutia -do-
5. Prof. Manoj Kr. Hazarika -do-
6. Dr. Barnali Das Deka -do-
7. Dr. ChittaranjanBaruah -do-
8. Sri SanjibBaruah -do-
9. Dr. ChandanGoswami, MBA Dept. of Tezpur University, External Member.
10. Mr. Pankaj Bora, Sports Officer, Sports Officer, Tezpur University, External Member.
11. Mr. Prakash Bader, Industrialist, Member.
12. General Secy., DCSU, Member.

Minutes of IQAC Meeting held on 12/12/2014 at 2:15 pm at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhiramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member

Agenda 1: Selection of Members for participation in IQAC Seminar

Resolution: The core committee of IQAC resolved to select few members for participating in the IQAC Seminar scheduled to be held at Shillong, Lady Keane College on 15/12/2014. Chairman IQAC summarized the members of the IQAC visiting team on the aspects of peer team visiting principles.

[Action taken: Implemented]

Agenda 2: Redesigning of Website of Darrang College.

Resolution:A consensus was reached on the redesigning and renew of regular update(s) system of the college website.

[Action taken: Implemented through a guwahati based website designing firm].

Agenda 3: Publication of IQAC Bulletin

Resolution:A close discussion was held on the regular publication of IQAC Bulletin. This proposal was initiated to disseminate information regarding the various activities undertaken by IQAC for welfare of the college and to highlight the upcoming activities and proposals put forwarded by the cell.

[Action taken: Implemented through publication of first IQAC bulletin]

Agenda 4: Periodic Internal Quality Assessment of the College

Resolution:The members of IQAC resolved to call for periodic assessment of Internal Quality promoting activities of the college in order to identify the loopholes in various aspects during a period of time and to take corrective actions as and when necessary. In this context, it was decided to uphold individual files for all the faculty members for soliciting information for API (Academic Performance Indicator).

[Action taken: Various Committees and sub-committees are formed for monitoring and smoothly carrying day-to-day activities of the college like examination committee, anti-ragging committee, discipline committee etc.]

Agenda 5: Outlay for Preparation of SSR Report.

Resolution:The committee designed the outlay of next 6 months for preparation of Self Study Report.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC

Minutes of IQAC Meeting held on 19/12/2014 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhiramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member

Agenda 1: Feedback of the Seminar attended in Lady Keane College, Shillong.

Resolution and action taken: Prof. Manoj Kr. Hazarika, Prof. Haren N Morang and Dr. ChittaranjanBaruah presented the report of their visit to Lady Keane College, Shillong for a seminar on NAAC.

The presentation was given by Prof. Manoj Kr. Hazarika.

- Before collecting feedback from the students, proper counseling must be offered.
- Remedial classes should be arranged and implemented.
- 15 minutes in each class should be reserved for identifying slow learners.
- Necessary steps should be initiated for creating an energized and conducive research culture among faculty members.
- Thrust area to be created for biological and chemical sciences.
- Conduct of blood donation camps inside the college campus.
- Adoption of villages
- Regular maintenance of the college campus encompassing disposal of wastes, playground maintenance, upholding of classroom and students 'common room etc.
- Regular maintenance of library facilities.
- Practicing of student mentoring system.
- Seeking active participation and involvement of Alumni Association
- Student counseling activities covering academic and personal counseling to be regularly organised in respective departments.
- Health service to be promoted in the college.
- Creation a climate of environmental consciousness and plantation process.
- Continuation of practicing leadership activity in the college: President, Principal and IQAC Coordinator.
- Lab interaction with school students can be done.

Prof. Haren Morang focused the following points:

- Urgent need to focus on the suggestions put forwarded by last peer team so that the weaknesses and loopholes identified can be addressed upon promptly.
- Renovation of the boys' hostel.
- Alumni involvement to be addressed.
- Alumni with innovative skills to be exploited and given a platform for showcasing their potentials.
- Social media account may be opened for alumni survey.
- Positive strength to be addressed in the best possible way to NAAC peer team.
- Introduction of child day care centre.
- Initiating and following quality sustenance and maintenance.
- Entry card for alumni to be allotted specially for people with outstanding association for the college.
- Thrust areas to be identified.

Chairman put forwarded the following points:

- Issue of identity cards to retired faculty members and alumni of repute.
- Strong and weak points to be urgently addressed.
- Steps to be taken to address the weak points through NAAC guidelines.
- Assessment of Mission and Vision.
- Objective planning to be addressed.
- Mechanism for developmental activities to be determined by IQAC.
- All practices are to be regularly maintained through may be by the academic calendar, monitoring through IQAC.
- IQAC to determine the best practices.
- Need to mobilize staff for total involvement.

Dr. ChittaranjanBaruahhighlighted the following points:

- Extension activities to be addressed other than NCC and NSS.
- Work plan can be designed.
- Campus beautification can be initiated.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC

Minutes of IQAC Meeting held on 29/12/2014 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhiramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member

Agenda 1: Discussion on the Criteria of Self Study Report.

Resolution:All the members of the IQAC discussed the seven criteria of the Self Study Report and the underlying 32 key aspects. The committee further resolved to adequately plan step-wise various activities to be taken up for the welfare of the students, faculty members and the college as a whole.

[Action taken: Implemented *vis-a-vis* different parameters of reaccreditation discussed with all stakeholders a list to do and activities which needed urgent attention were drawn in a pragmatic way]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC

Minutes of IQAC Meeting held on 20/03/2015 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Probin Kalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. Jnandibhram Chutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. Chittaranjan Baruah	Member
09	Sri Sanjib Baruah	Member
10	Nayan Jyoti Gogoi, G.S, DCSU	Member

Agenda : General Discussion on IQAC

Resolution: The Chairman delivered a lecture on quality and curricular aspects. He enquired about the reluctance of the IQAC members to participate in the IQAC activities including absence from the IQAC office. The Principal sought ideas and opinions from the IQAC to identify the strengths and weakness of the authority and requested the IQAC to cooperate in a healthy way. Further, measures are sought from IQAC to resolve the deadlock of performance of NSS and Seminar Workshop Committee. Dr. Chittaranjan Baruah (member) suggested publication of IQAC bulletin at regular intervals which will also help in maintaining various records for IQAC. The meeting resolved to design a data collection format for IQAC from various stakeholders. New faculty members are to be included in various committees.

Other Resolutions taken

- Sitting of IQAC on every Saturday at 3 pm.
- Development of a Central Instrumentation Facility
- Library book keeping and cataloging to be refurnished with fruitful assistance from IQAC.
- Sitting with HODs of various departments to be convened to discuss various issues related to functioning and conduct of IQAC.
- API Guidelines to be finalized at the earliest.

Action Taken: Steps to develop Central Instrumentation facility in the DBT Institutional Biotech Hub initiated. Cataloguing of Central Library Books done through SOLE software and other INFLIBNET of UGC Consortium augmented. Regular meetings with the HoDs of different Departments are carried out in regular intervals. API guidelines with the IQAC were properly discussed for CAS promotions and fresh appointments of faculties in the College.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 28/03/2015 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Probin Kalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. Jnandibhiram Chutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. Chittaranjan Baruah	Member
09	Sri Sanjib Baruah	Member
10	Nayan Jyoti Gogoi, G.S, DCSU	Member

Sd/
Coordinator, IQACSd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 24/12/2015 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhiramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member
10	NayanJyotiGogoi, G.S, DCSU	Member

Agenda: Presenting the current status of the College after last accreditation process.**Action Taken: Various activities were planned for initiating the subsequent accreditation of the College**Sd/
Coordinator, IQACSd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 15/03/2015 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhiramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member
10	NayanJyotiGogoi, G.S, DCSU	Member

Agenda 1:

Resolution: The meeting resolved to lay the structure for an effective admission system by adopting cut-off marks system for all the three streams.

[Action taken: Implemented].

Agenda 2:

Resolution: The meeting resolved to plan and design the activities of organizing inter-college sports event for the colleges under Gauhati University.

[Action taken: Implemented].

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 08/04/2015 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. ProbinKalita	Coordinator
03	Prof. H.N Morang	Member
04	Dr. Pankaj Hazarika	Member
05	Dr. JnandibhramChutia	Member
06	Prof. Manoj Kr. Hazarika	Member
07	Dr. Barnali Das Deka	Member
08	Dr. ChittaranjanBaruah	Member
09	Sri SanjibBaruah	Member
10	NayanJyotiGogoi, G.S, DCSU	Member

Agenda 1:**Resolution:** All the members of IQAC along with Chairman resolved to introduce Tourism and Travel Management (TTM) Course under Gauhati University.

[Action taken: Implemented]

Agenda 2:**Resolution:** It is resolved to introduce video conferencing in the seminar hall.

[Action taken: Implemented]

Sd/
Coordinator, IQACSd/
Chairman, IQAC.

The IQAC, Darrang College has been reconstituted w.e.f 11/09/2017 with the following members:

- | | |
|---------------------------|-------------------|
| 1. Dr. Joysankar Hazarika | Chairman |
| 2. Dr. JnandabhiramChutia | Coordinator |
| 3. Prof. Abhijit Das | Asst. Coordinator |
| 4. Dr. Saiful Islam | Asst. Coordinator |
| 5. Dr. Dulal Das | Member |
| 6. Dr. Sweta Sharma | -do- |
| 7. Dr. Arpita Sharma Nath | -do- |

Minutes of IQAC Meeting held on 12/09/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation	Phone no.
01	Dr. Joysankar Hazarika	Principal & Chairman	9435183772
02	Dr. JnandabhiramChutia	Coordinator	9435082261
03	Prof. Abhijit Das	Asst. Coordinator	9435080662
04	Dr. Saiful Islam	Asst. Coordinator	9085983272
05	Dr. Dulal Ch. Das	Member	9435380534
06	Dr. SwetaMahanta	Member	8876372169
07	Dr. Arpita Sharma Nath	Member	9401141545

The first meeting of the new IQAC team was held on 12/09/2017 in the Principal's old Chamber with participation of five members of the cell. The various core areas of SSR preparation were discussed with an initial planning.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 13/09/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1: Planning for student counseling

Resolution:The meeting resolved to design the framework for organizing student counseling sessions before taking their feedback cum satisfaction survey on various college parameters. The counseling sessions were planned to be organised department wise and make them acquaint with the various facilities, development activities and upcoming proposals of IQAC. The students need to be accustomed with the key aspects of students' satisfaction survey of NAAC assessment.

[Action taken: Implemented]

Agenda 2:

Resolution:Dr. Saiful Islam is assigned the charge of organizing student counseling sessions in the college.

[Action taken: Implemented]

Agenda 3: Reactivation of Women Forum

Resolution:Plans are initiated for revival and reactivation of Women's Forum of the College.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 23/09/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

Resolution: A meeting was conducted among the chairman and other members of IQAC where the issues on adopting various ways of collecting information and practicing the culture of quality functioning in college were discussed. Views and opinions are exchanged on all the parameters of IQAC's SSR preparation.

[Action taken: The practice is continued].

Agenda 2:

Resolution: Resolution is taken for dissemination of NAAC related information to all the departments of the college.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 25/09/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1: General discussion among the members

Resolution: A meeting was conducted among the chairman and other members of the IQAC to discuss the road map and procedural framework for work progression. Institutional matters relating to governance and departmental activities are listed, suggestion was put forwarded by Sir (Chairman) to form sub-committee.

[Action taken: Sub-committees formed.]

Agenda 2:

Resolution: IQAC proposes for an air-conditioned room. It also proposed for a desktop computer.

[Action taken: Implemented].

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 06/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	KuloramMili	Asst. Prof, Dept. of Philosophy
09	Krishna Lahkar	Asst. Prof, Dept. of Home-Sc
10	S. Gowala	Asst. Prof, Dept. of Psychology
11	Sofica Ahmed	Asst. Prof, Dept. of Sociology
12	ManojJyotiPatgiri	Asso. Prof, Dept. of Pol. Sc

Agenda 1:

Resolution: A joint meeting with IQAC members and few departmental faculties and heads is scheduled to be conducted to discuss the various curriculum aspects and to circulate information for further progress of work.

[Action taken: Implemented].

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 09/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

Resolution: All the members of the IQAC resolved to send the AQAR 2015-2016 shortly. Meanwhile the criteria of SSRs are being discussed and initial plan to pen down the descriptive pattern has started.

[Action taken: Implemented].

Agenda 2:

Resolution: A yoga camp will be organised in the college campus for a period of 7 days starting from 23rd October to 28th October, 2018. The programme will be coordinated and monitored by IQAC. Dr. Sanjay Deka will be the course trainer for the same assisted by MontuBoragohain, sports officer.

[Action taken: Implemented].

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 10/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

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Agenda:**Resolution:** All the members of IQAC discussed the AQAR and are progressing with the data and criteria for SSR preparation for the current period 2017-2018.

[Action taken: Ongoing]

Sd/
Coordinator, IQACSd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 11/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. ChittaranjanBaruah	Asst. Prof, Dept. of Zoology

Agenda 1:

Resolution: IQAC Core Committee members are in close talks and are actively involved in the preparation of AQAR 2015-2016 and 2016-2017.

[Action taken: Implemented]

Agenda 2:

Resolution: Dr. ChittaranjanBaruah has been entrusted with designing and implementation of the bylaws for ethical and plagiarism issues.

[Action taken: Dr. Baruah in association with the research cell of the college is framing byelaws and guidelines to be followed for research activities and publication encompassing areas of data falsification, plagiarism and publishing ethics.]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 12/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. Pankaj Hazarika	Asst. Prof, Dept. of Chemistry

Agenda 1:

Resolution: Members are listing activities and programmes for upcoming NAAC visit. Ongoing discussions and writing of AQAR 2015-2016 and 2016-2017.

[Action taken: Implemented]

Agenda 2:

Resolution: A health centre is proposed to be functional for meeting the medical needs of the students on urgent basis. A MD doctor and paramedical assistant will be recruited on hourly basis.

[Action taken: In the planning stage]

Agenda 3:

Resolution: For polishing the athletic and sports related skills of students, coaching on various sports and games is given to students' ranging from indoor games to outdoor sports.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 13/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. Akhil Baruah	Asso. Prof, Dept. of Botany

Agenda 1:

Resolution: Constitution of sub committees is done for smooth conduct of IQAC activities and proper delegation. Members of IQAC discussed elaborately on various sub-parameters.

[Action taken: The practice is continued]

Agenda 2: Resolution taken

Resolution: A data acquisition and extraction committee is constituted for timely and smooth collection of information from various departments. The proposal is sent to Principal for approval.

[Action taken: Implemented]

Agenda 3: Resolution taken

Resolution: Naming of the plants in the college campus entrusted to Dr. Akhil Baruah.

[Action taken: To be implemented shortly]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 14/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. RajanSarma	Asso. Prof, Dept. of Statistics
09	ManasiGogoi	Asst. Prof, Dept. of Env. Science.

Agenda 1:**Resolutions taken**

- A day care centre is proposed to be formed in the college campus.
- Proposal for adopting new techniques and methods of rain water harvesting is put forwarded to the Chairman for approval.
- The task of analysis of students' feedback forms is entrusted to Dr. RajanSarma, Dept. of Statistics.
- Proposal for effective management of solid and liquid wastes of college.

[Action taken: The proposals are under infrastructure designing and execution stage. Various committees are formed for respective projects and efforts are directed for implementation.]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 16/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

Resolution: Students' Interaction Programme with IQAC members is proposed to be conducted in the first week of November, 2017 for all the students belonging to science, arts and commerce stream for creating awareness and dissemination of information of IQAC.

[Action taken: Implemented]

Agenda 2:

Resolution: Proposal for declaration of no-honking and no-plastic zone is put forwarded.

[Action taken: will be implemented shortly]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 20/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

Resolution: Information data sheet has been sent to the library regarding IQAC self-study report.
[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 23/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Prof. ManojSarma	Asst. Prof, Dept. of Physics

Agenda 1:

Resolution:A workshop on Basic Electrical Wiring and Electronics is to be organised by the Physics Dept. for a period of 3 days ie., from 30th October to 1st November, 2017. The target group of workshop is degree level students.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 25/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. Gokul kr. Das	Asst. Prof, Dept. of Assamese
09	Dr. Rabindra Hazarika	Asst. Prof, Dept. of Zoology
10	Prof. KuloramMili	Asst. Prof, Dept. of Philosophy

Agenda 1:

Resolution: Proposal for conduct of extension activities in the neighbourhood community in terms of generating impact and sensitizing students to social issues and holistic development during the last five years is made.

[Action taken: Implemented]

Agenda 2:

Resolution: Promoting students to participate in extension activities with government organizations, non-government organizations and programmes such as Swachh Bharat, Aids awareness, Gender issues etc. during the last five years.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 26/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	RupamjyotiNath	Secretary: Cultural, DCSU Ph. 8638222795

Agenda:**Resolutions**

- A street play on a social theme (Swachh Bharat) to be organised with Darrang College Theatre Repertory (DCTR).
- Lecture to be organised on Human Values and Professional Ethics.
- Lecture to be organised on Universal Values (truth, right conduct, love, non-violence, peace)

[Action taken: partly implemented]

Sd/
Coordinator, IQACSd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 27/10/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Prof. Manas Jyoti Patgiri	Asso. Prof, Dept. of Pol. Science
09	Abinash Saikia	General Secretary, DCSU.
10	Bhargav Gogoi	Vice President, DCSU
11	Nilanku Deka	Secretary, Outdoor games DCSU.

Agenda 1: Resolution taken

- Prof. Manas Jyoti Patgiri has been given the responsibility of carrying out extension activities along with the student union body of the college. Proposal for conducting awareness camps and lectures on witch hunting with the students in the villages and remote areas has been put forwarded.
- Proposal for conducting blood donation camp by Prof. Manas Jyoti Patgiri has been made.
- Proposal for incentives to teachers for receiving rewards and appreciation by the institution.
- Proposal for constitution of grievance redressal cell in the college for addressing the complaints and grievances to the students

[Action taken: Proposals are designed and sent to the authority for approval.]

Sd/
Coordinator, IQACSd/
Chairman, IQAC.**Minutes of IQAC Meeting held on 30/10/2017 at IQAC Office, Darrang College.**

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Prof. ManasKar	Asso. Prof, Dept. of Bengali
09	Dr. RajanSarma	Asso. Prof, Dept. of Statistics
10	Prof.ChandraPrava Devi	Asso. Prof, Dept of Commerce
11	Dr. Gokul Das	Asst. Prof, Dept of Assamese
12	Prof. RupamBorthakur	Asst. Prof, Dept. of Assamese

Agenda 1:

Resolution: Updating of Bio-data of faculty members in the college website.

[Action taken: will be implemented shortly]

Agenda 2:

Resolution:Faculties belonging to different departments have interacted with the IQAC team to clearly understand the data and information sought from the departments pertaining to preparation of SSR.

[Action taken: Queries and doubts are met up and addressed.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 05/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda :

All the members are actively involved in the preparation of AQAR 2015-2016 and 2016-2017.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 11/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda:

Resolution: A meeting was held with the members of the IQAC presided by the chairman of the IQAC where issues related to the feedback form given to the students for creating awareness amongst them regarding NAAC accreditation process was discussed. The meeting also decided to bring to the notice of the chairman steps to be further taken up by the IQAC in future.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 18/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Abinash Saikia	General Secretary, DCSU
09	Kalpak Kr. Baruah	Member, DCSU
10	Minakshi Gohain	Member, DCSU
11	Karuna Devi	Member, DCSU
12	Nihar Adhikary	Member, DCSU
13	Momi Boro	Member, DCSU
14	Nilankaur Deka	Member, DCSU
15	Debashree Debnath	Member, DCSU
16	Proyasri Devi	Member, DCSU
17	Nimisha Baruah	Member, DCSU

Agenda 1:

Resolution: A meeting will be held with the union body members of the college regarding the list of activities to be performed and programmes to be conducted in the greater interest of the college by the union body of the college.

[Action taken: Implemented]

Agenda 2:

Resolution: The feedback form for the teachers has been designed and will be sent to Chairman for approval.

[Action taken: Implemented and approved]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 22/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Prof. ManasKar	Asso. Prof, Dept. of Bengali
09	Dr. DhruvajitSarma	Asst. Prof, Dept. of Sanskrit
10	Dr. HimashreeKalita	Asst. Prof, Dept. of Mathematics

Agenda:

- All the members of IQAC are preparing and revising the AQAR 2015-2016.
- Preparation of IIQA.

(Action Taken: IIQA Submitted on 26th of June, 2018)

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 27/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	AninditaSandilya	Career Counselor, Darrang College

Agenda:

Resolution:Members of IQAC have discussed and shortlisted the various matters for departmental interaction to be scheduled to start from 28.11.2017 in the college. The faculty of the Career Counseling Cell has discussed and given information on various coaching and counseling sessions given to students for competitive examinations.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 27/11/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda:

A joint meeting of IQAC chairman with the other members of IQAC team was held and the following particulars are discussed and brought into notice by the chairman-

- Resources given by the college to the departments are underutilized.
- More departmental activities to be conducted for the benefit of the students' fraternity (ICT based).
- Computer allotted for departmental purposes are under-utilized or unutilized. The utilized computers can be pooled for use in e-library ie., computer laboratory.
- Basic infrastructural requirements like switch boards, wash basins, display boards etc. will be met up.

[Action taken: IQAC team has communicated the issues discussed in the meeting with all the departments and asked them to extend their departmental activities. The faculty members have presented their various departmental grievances and requirements to the IQAC team and same has been forwarded to the authority for approval and ramification.]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 04/12/2017 at IQAC Office, Darrang College.

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Members Present:

Agenda:

AQAR related matters for timely submission for assessment was discussed with the chairman of IQAC.

[Action taken: IQAC submitted the 2015-2016 and 206-2017 AQAR to NAAC)

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 08/12/2017 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

Completion of AQAR 2015-2016 and 2016-2017 and sent to Principal's Office.

Agenda 2:

Departmental report for continuous evaluation of all the activities and parameters has been planned to be designed. All the formats are to be designed at par with NAAC guidelines.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 24/02/2018 at IQAC Office, Darrang College.

Venue: Old Principal Room

Time: 12: noon

ALL HoDs and two academic vice Principal were present

Agenda:

- A meeting between IQAC team members and all the HODs the college is held where different criteria and parameters regarding departmental requirement for SSR preparation is discussed.
- Coordinator of IQAC informed that AQAR 2015-2016 AND 2016-2017 has been submitted and suggested that for prompt work, detailed information with action taken report of mentor-mentee system, students' progression with placement records, extension activities, conduct of seminars and talks, feedback system involving stakeholders at departmental level are to be maintained.
- The activities/suggestion put forwarded by IQAC to the chairman/principal are also presented to the house. Setting up of competitive examination cell, medical cell, daycare centre, green practice, increasing number of MOUs, updating of college website, linkage on faculty and teacher exchange programmes, updating of alumni database and departmental level innovative upgradation.
- The impact factor in regard to matrix for different criteria is discussed in detail.
- **Suggestions put forwarded from the house:**
Identifying the slow learners:
 - on the basis of exam evaluation
 - on the basis of classroom performance
 - on the basis of class attendance
 - on the basis of students' ability to comprehend and apply in situations
 - When teachers will speak about remedial classes at departmental level, students voluntarily coming up to join remedial classes may be regarded as slow learners.

The next meeting of IQAC with HODs is suggested on third week of March, 2018.

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 28/02/2018 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. JayantaSarma	Asst. Prof, Dept. of Sanskrit
09	Dr. DhruvajitSarma	Asst. Prof, Dept. of Sanskrit

Agenda: 1

Resolution:The Coordinator, IQAC has divided the different criteria among the team members to work on for prompt and specialized action.

[Action taken: Implemented]

Agenda 2:

Resolution: All the members are assigned targets to finish their respective work on time.

[Action taken: Implemented]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 07/03/2018 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda 1:

- AninditaSandilya, the faculty of the Career Counseling and Placement Cell of the college is entrusted the responsibility of collecting the placement records of the former students since last five years from each department of the college.
- Information is solicited from all the departments against research parameters and conduct of extension activities.

[Action taken: Implemented through the Career and Placement Cell of the college.]

Sd/
Coordinator, IQACSd/
Chairman, IQAC.**Minutes of IQAC Meeting held on 03/03/2018 at IQAC Office, Darrang College.**

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	PlabonBuragohain	Assistant Librarian, Darrang College

Agenda1:

Information is collected from the library and required data is collected.

[Action taken: All data required from the Library *vis-à-vis* SSR preparation were obtained]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 14/03/2018 at IQAC Office, Darrang College.

Members Present:

Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. JnandabhiramChutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. DulalCh.Das	Member
06	Dr. SwetaMahanta	Member
07	Dr. Arpita Sharma Nath	Member

Agenda:

The IQAC team is actively involved in collection, documentation and scripting of required data on descriptive and statistics based indexes.

(Action taken: Data on various parameters covering all stake holders collected and stored scientifically in the IQAC

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.

Minutes of IQAC Meeting held on 08/06/2018 at IQAC Office, Darrang College.

Members Present:

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Sl no.	Name	Designation
01	Dr. Joysankar Hazarika	Principal & Chairman
02	Dr. Jnandabhiram Chutia	Coordinator
03	Prof. Abhijit Das	Asst. Coordinator
04	Dr. Saiful Islam	Asst. Coordinator
05	Dr. Dulal Ch. Das	Member
06	Dr. Sweta Mahanta	Member
07	Dr. Arpita Sharma Nath	Member
08	Dr. Chittaranjan Baruah	Editor, science section
09	Dr. Jyoshna Sarma Bezbarua	Editor, arts section
10	Dr. Phatik Tamuli	Associate Editor
11	Dr. Gokul Das	Associate Editor
12	Dr. Rajan Sarma	Associate Editor
13	Dr. Uttam Baruah	Member
14	Dr. Rabindra Hazarika	Member
15	Dr. Saiful Islam	Member

Agenda:

The research cell designed and approved the guidelines to be followed for accepting and publishing the manuscripts by the author. The team will deal with the issues relating to data fabrication, data falsification and plagiarism as a violation of publication ethics. NeJCR (Northeast Journal of Contemporary Research) will follow the committee on Publication Ethics (COPE) guidelines in suspected cases of fabrication and falsification of data. Peer-reviewed articles must support and embody the scientific method.

[Action taken: The Editorial Board of NeJCR will review and update the ethical policy periodically]

Sd/
Coordinator, IQAC

Sd/
Chairman, IQAC.