

# P.O. DULIAJAN – 786602, DIST. DIBRUGARH, ASSAM NAAC Re-Accredited (3<sup>rd</sup> cycle) with B+ Grade

(Registered under the Societies Registration Act. XXI of 1860)
Registration No. 279 of 1977-78
Under Section 2(F) and 12(B) of the UGC Act, 1956

E-mail: duliajancollege@yahoo.com, Website: www.duliajancollege.in

Ref. No. DC/PO/Mise/1QAL/2024/128(a)

Date: 11-06-2024

#### **NOTICE**

It is notified to all academic coordinators, criterion conveners and HODs of Duliajan College that an IQAC meeting will be held tomorrow (12-06-2024) at 2.00 pm. So, all the concerned faculties are hereby requested to attend the same without fail.

Venue: Seminar Hall 2

Time: 2.00 pm

Dr. Jitumoni Borah

Coordinator, IQAC

Duliajan Collegerdinator

Agenda of the meeting:

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Dr. Lok Bikash Gogoi (Principal cum Chairperson of IQAC, Duliajan College)

Principal

Duliajan College

- 1. The chairperson takes chair
- 2. Objectives of the meeting
- 3. Discussion about the preparedness of AQAR on criteria wise
- 4. Others
- 5. Chairperson's remark
- 6. Conclusion of the meeting

Chairperson of IQAC

The meeting is held at Seminar Hall-2 on 12<sup>th</sup> June, 2024. Dr. Lok Bikash Gogoi, Principal cum Chairperson of IQAC, Duliajan College presides over the meeting. Dr. Jitumoni Borah, coordinator of IQAC, explains the objective of the meeting. The principal objective is the preparedness of AQAR on criteria wise

Agenda No 3: Discussion about the preparedness in criteria wise for the submission of AQAR 2024-25.

Following decisions are taken unanimously-

- a. Since analysis of each semester result is very much essential for future planning of the departments, therefore, all HODs are agree in keeping records of results of all semesters as earlier. The general office will provide the excel sheet of result to each department.
- b. Regarding the matrix 5.1.1 & 5.1.2: Keeping the records of all the available scholarship schemes and informing about these to the students in proper time is very much important. Since, 80-90 percent of our students are from below poverty line category, therefore, it is very much essential to inform those students about the various scholarship schemes. It is resolved that a supervising teacher will be appointed to keep records of students who will apply for different scholarship schemes. He will also keep records of students who received scholarships. Dr. Monsumi Gogoi (Assistant Professor of Chemistry Deptt.) is appointed as supervising teacher and principal will issue the appointment letter within few days.
- c. Regarding the matrix 5.1.4: Career Counseling and Placement Cell of Duliajan College is an active cell and are associated with the organization of different students' oriented activities. On discussing the activities of the cell, members are in opinion that the cell has to enhance its activities by organizing more programs related to various career options and entrance examinations like CUET, JAM etc. Moreover, they are also advised to update the designated notice board by fixing the various information and brochures of competitive examinations.
- d. Regarding the matrix 5.1.5: Discussing the students' Grievance Redressal System, all are in opinion that grievances of students will be collected in two modes offline and online as earlier. Awareness regarding the submission of grievances without hesitation is very much important and

all the members are in agree to aware the students through different platforms.

In the conclusion remark, Dr. Lok Bikash Gogoi, the chairperson of the meeting advices all the HODs to go through the resolutions and thanks the coordinator, criterion conveners and all the HODs present in the meeting.

(Dr. Lok Bikash Gogoi)

Principal cum Chairperson, IQAC, Duliajan

College

# INTERNAL QUALITY ASSURANCE CELL

Email: iqacduliajancollege@gmail.com

#### **IQAC** Meeting

Venue: Seminar Hall-2

Date: 12-6-2024

Time: 2.00 pm

## Minutes of the meeting

A meeting with Academic coordinators, criterion conveners and HODs, is held today (12-6-2024) in the seminar hall-2 at 2.00 pm. Dr. Lok Bikash Gogoi, principal cum chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, the coordinator of IQAC states the objective of the meeting.

#### Resolutions:

- 1. The HODs of all departments will keep records of the result of all semesters. The general office will provide result sheets.
- 2. Dr. Monsumi Gogoi (Assistant Professor, Chemistry Deptt.) is appointed as supervising teacher to keep records of students who will apply for different scholarship schemes. She will inform the students through different platforms about the different scholarship schemes time to time. She will also keep records of students who received scholarships.
- 3. The Career Counseling and Placement Cell will enhance their activities by organizing programs related to the CUET, JAM, and civil service examinations.
- 4. All the members are in opinion that teachers will aware the students about the grievance Redressal system of the college through different platforms and grievances will be accepted either offline (Grievance Box) or online (Designated email).

Dr. Lok Bikash Gogoi Principal cum Chair person IQAC, Duliajan Collegeipal

Duliajan College

Dr. Jitumoni Borah Coordinator, IQAC

Duliajan Collegeor

6 I.Q.A.C.
Duliajan College

IQAC, Duliajan College

Date: 12-06-2024

Time:

2.00 PM

Venue: Seminar Hall 2

Designation

Name

Chairperson/Principal

: Dr. Lok Bikash Gogoi

Academic Coordinator (Arts) & HOD,

Sociology Department

: Dr. Hemanta Das

Academic Coordinator (Science),

IQAC Coordinator & HOD, Chemistry

Department

: Dr. Jitumoni Borah

Academic Coordinator (Commerce)

& HOD, Commerce Department,

Convener of Criterion-IV

: Mr. Pabitra Sonowal

**HOD** of Mathematics

: Dr. Hrishikesh Baruah

**HOD of Computer Science** 

: Mr. Monuj Deka

**HOD** of Economics

: Mr. Mrinmoy Boruah Murmoy hr. Bons.

& Convener of Criterion-I

**HOD** of Political Science

: Mr. Nigken Chowchong

**HOD** of Assamese

: Dr. Chitrajit Saikia

**HOD** of Zoology

: Dr. Urbbi Devi

**HOD** of Botany

: Mr. Chandan Das

**HOD** of Physics

: Dr. Nilima Gogoi . . N 60 9 12/06/2024

HOD of English

: Mrs. Jyoti Singh Pathak

**HOD** of Education

: Dr. Monsoon Hatibaruah

**HOD** of Hindi

: Mrs. Santosh Mishra Tripathi

HOD of Bengali

: Mr. Abhijit Saha

**HOD** of History

: Mr. Rubul Khatoniar

R. Ond Savier 12/06/24 (2/06/24)

Convener of Criterion-II

: Mr. Tapan Dutta

Convener of Criterion-III

: Dr. Poppy Hazarika

Convener of Criterion-V

: Mr. Gaurav Sengupta

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Convener of Criterion-VI

: Mr. Nayan Hazarika

Convener of Criterion-VII

: Dr. Kalyani Rajkumari



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Ref. No.: DUPO(Misc/1RAC)2024/177(a)

#### **NOTICE**

It is of the general information to all the faculty members of Duliajan College that a general IQAC meeting will be held on 23<sup>rd</sup> August, 2024. So, all the faculties are hereby requested to attend the same without fail.

Venue: Seminar Hall-1

Time: 1.30 pm

Dr. Jitumoni Borah IQAC, Coordinator Duliajan College

Co-ordinator

Agenda of the meeting:

Dr. Lok Bikash Gogoi

alson

(Principal cum Chairman of IQAC Duliajan College)

Date: 22/08/2024

Principal Duliajan College

- 1. Chairperson takes chair
- 2. Objectives of the meeting
- 3. Tasks that have to be done in near future
  - a. Fill up of AQAR for the year 2023-24 within a time frame.
  - b. Submission of NIRF report.
  - c. Systematically approach to binary accreditation process.
- 4. up gradation of Duliajan College's website
- 5. Formation of few new clubs
- 6. Conclusion of the meeting

(Signature of the Chairperson)

The meeting of IQAC, Duliajan College is held at seminar hall-1 on 23<sup>rd</sup> August, 2024. Dr. Lok Bikash Gogoi, Principal cum Chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, coordinator of IQAC, explains the objectives of the meeting. Main objectives are – timely fill up of AQAR, submission of NIRF report for this year, up gradation of college website and formation of new clubs.

#### Discussion:

Agenda No 3a: After elaborate discussion and also considering the difficulties faced during the submission of last year AQAR i.e., 2022-23, all members unanimously resolve that a time frame is required to fix for the fill up of AQAR, 2023-24 and this deadline is taken as last November, 2024. All the criteria committees are requested to submit their report within first part of November so that AQAR 2023-24 can be submitted within December, 2024.

Agenda No 3b: All the faculty members are in the opinion that the College must include in the NIRF list and IQAC will take necessary steps to submit the report.

Agenda No 3c: As the NAAC gradually approaches to the new binary accreditation system in lieu of the present system (RAF), the Coordinator explains the new aspects of the system. Coordinator also explains the advantages and few of the disadvantages of our existing academic and physical infrastructure facilities.

Agenda No 4: Nowadays, up-to-date website of the college is very much essential. Website of Duliajan College is needed to upgrade with all required information. It is resolved that IQAC will take initiative to upgrade the college's website with the help of S. S. TECHNOLOGY, Guwahati.

Agenda No 5: In the meeting, it is also resolved to form few new clubs in order to all round development of the students. The names of the newly formed clubs are:

- a. Sports club
- b. Eco club
- c. Photography and videography club
- d. Book Reading club
- e. Creative writing club

The conveners of these clubs are also selected in the meeting:

Eco club : Ms. Tinamoni Hazarika

Photography and videography club : Mr. Gaurab Sengupta

Creative writing club : Dr. Hemanta Das

At the end of the meeting, Dr. Lok Bikash Gogoi, the chairperson of the meeting thanks all the members present in the meeting and wish that all the faculty members will do their best to develop the college to a new horizon.

(Dr. Lok Bikash Gogoi)

Principal cum Chairperson, IQAC, Duliajan

College

## DULIAJAN COLLEGE INTERNAL QUALITY ASSURANCE CELL

Email: iqacduliajancollege@gmail.com

**IQAC** Meeting

Venue: Seminar Hall 1

Date: 23-08-2024

Time: 1.30 pm

## Minutes of the meeting

A meeting of IQAC with all the staff members is held today (23-08-2024) in the Seminar Hall 1 at 1.30 pm. Dr. Lok Bikash Gogoi, principal cum chairperson of IQAC presided over the meeting. IQAC coordinator, Dr. Jitumoni Borah states the objectives: time frame for the submission of AQAR, 2023-24, submission of NIRF report, up gradation of college's website and formation of new clubs and others.

#### Resolutions:

- 1. The time frame for the fill up of AQAR 2023-24 is fixed as last November, 2024. The filled AQAR will be submitted to Governing Body of the college for necessary permission and then it will be finally submitted to NAAC, within December, 2024.
- 2. IQAC will take necessary initiatives to submit the NIRF report of this year.
- 3. IQAC will take necessary initiatives to upgrade the website of the college
  - 4. New clubs namely: Eco club, Sports club, Photography and videography club, Book Reading club and Creative writing club will be formed with the inclusion of students name in the committees.

Dr. Lok Bikash Gogoi

Principal cum Chair person

IQAC, Duliajan College principal Duliajan College Dr. Jitumoni Borah

Coordinator, IQAC

Duliajan College

Ce-ordinator I.Q.A.C. Duliajan College

IQAC, Duliajan College

#### GENERAL MEETING

Date: 23-08-2024 Time: 1.30 PM Venue: Seminar Hall-1

Designation Name Signature

: Dr. Lok Bikash Gogoi

Vice Principal : Mrs. Jyoti Singh Pathak Academic Coordinator (Arts) &

HOD of Sociology Deptt. : Dr. Hemanta Das

Chairperson/Principal

Academic Coordinator (Science),

IQAC Coordinator & HOD of
Chemistry Department : Dr. Jitumoni Borah

Academic Coordinator (Commerce)

HOD of Commerce : Mr. Pabitra Sonowal

Commerce : Dr. Dayananda Nath

: Mr. Porag Saikia

: Mr. Tapan Dutta

: Dr. Jitendra Kr. Tiwari

Economics : Mr. Mrinmoy Kr. Boruah

Assamese : Mrs. Phulajyoti Saikia

Political Science : Mr. Nigken Chowchong

Economics : Mr. Niranjan Das

Education : Dr. Monsoon Hatiboruah

Sociology : Dr. Dhruba Hazarika

Mathematics : Mr. Chittaranjan Gohain

English : Mr. Nayanjyoti Hazarika Botany : Mr. Chandan Das Education : Mrs. Ankita Boruah : Dr. Chitrajit Saikia Assamese Sociology : Dr. Arun Roy History : Mr. Rubul Khatoniar Mathematics : Dr. Hrishikesh Boruah : Dr. Poppy Hazarika **Physics** flolu /23/8/24 History : Mr. Rajive Kr. Doley : Dr. Moonmi Konwar Mam-Assamese : Mrs. Pinki Sharma Saikia English : Dr. Nilima Gogoi . . . Noo Physics : Dr. Amir Barhoi **Mathematics** : Ms. Siddika Banu **Economics** : Dr. Bhagyalakhi Baruah Physics : Dr. Ambalika Borthakur A 23.10.24 Education : Dr. Kalyani Rajkumari Chemistry : Mr. Gaurab Sengupta English : Mr. Abhijit Saha Bengali Zoology : Dr. Urbbi Devi **Physics** : Dr. Dipraj Saikia Chemistry : Dr. Monsumi Gogoi

Economics

Political Science

English

Botany

Assamese

Political Science

English

Assamese

: Mrs. Nirupoma Dey

: Ms. Tinamoni Hazarika

: Dr. Lakhyajit Buragohain

: Ms. Rodali Mohan

: Ms. Rajashree Baruah

: Dr. Jyoti Gogoi

: Dr. Lianneithang Hrangkhol M : Mrs Ni-



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Ref. No.: 04 Polmisc/19A4/2024/280(9)

Date: 27/11/2024

#### **NOTICE**

It is of the information to all concerned that a meeting of IQAC will be held with the secretaries and presidents of Arts Forum, Commerce Forum, Duliajan College Science Council; convener of career counseling and placement cell and the academic coordinators on 28th November, 2024. So, all the concerned faculties are hereby requested to attend the same without fail.

Dr. Lok Bikash Gogoi

Duliajan College

(Principal cum Chairman of IQAC Duliajan College)

Venue: Seminar Hall 2

Time: 1.00 pm

Dr. Jitumoni Borah

IQAC, Coordinator

Duliajan College

Co-ordinator I.Q.A.C.

Dullajan College

Agenda of the meeting:

- 1. Chairperson takes chair
- 2. Objectives of the meeting
- 3. Planning of outreach program
- 4. Planning to organized career counseling program
- 5. Conclusion of the meeting

(Signature of the Chairperson)

The meeting is held at Seminar Hall-2 on 28<sup>th</sup> November, 2024. Dr. Lok Bikash Gogoi, Principal cum Chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, coordinator of IQAC, explains the objective of the meeting.

Agenda No 3: After elaborate discussion, the members are in the opinion that during the month of December some outreach programs will be organized. Currently, three schools from three different sides of Duliajan College are selected for these programs. Three domain clubs of the college – DCSC, Arts forum & Commerce forum will help to organize these programs. It is also resolved that Dr. Bhagyalakhi Boruah (Assistant professor of Physics Department) and Nirupoma Dey (Assistant professor of English Department) will prepare the presentation of these programs.

Agenda No 4: To increase the enrollment of our students in higher education sector, some awareness programs regarding the entrances like CUET, JAM, will be organized. It is resolved that career counseling and Placement Cell will organize programs for competitive examinations such as CUET, JAM, CIVIL Service examinations in the months from December, 2024 to February, 2025.

At the end of the meeting, Dr. Lok Bikash Gogoi, the chairperson of the meeting thanks all the members present in the meeting for their valuable suggestions and cooperation.

(Dr. Lok Bikash Gogoi)

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Principal cum Chairperson, IQAC,

Duliajan College

# DULIAJAN COLLEGE INTERNAL QUALITY ASSURANCE CELL

Email: iqacduliajancollege@gmail.com

**IQAC** Meeting

Venue: Seminar Hall-2

Date: 28-11-2024

Time: 1.00 pm

### Minutes of the meeting

A meeting is held with all the secretaries and presidents of DCSC(Duliajan College Science Council), Arts forum, Commerce forum; convener of career counseling and placement cell and Academic coordinators in the Seminar Hall-2 at 1.00 pm. Dr. Lok Bikash Gogoi, principal cum chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, Coordinator of IQAC states the objective of the meeting. The main objectives are - planning of outreach program, planning of career counseling program.

#### Resolutions:

- 1. It is resolved that minimum three outreach programs in three different schools will be organized. Selected schools are Jamunamukh High School, Sassoni, Tingrai HS School, Tingrai, Ukhapur HS School, Ukhapur and Rangagora Karikori High School, Rangagora. The three domain clubs of our college, namely DCSC, Arts Forum and Commerce Forum will take the responsibility of organizing these programs.
- 2. it is also resolved that career counseling and placement cell will organize counseling programs for competitive examinations such as CUET, JAM, CIVIL Service examinations in the months from December, 2024 to February, 2025.

Dr. Lok Bikash Gogoi

Principal, Duliajan College

*Principal*Duliajan College

Dr. Jitumoni Borah

Coordinator, IQAC

Co-ordinator I.Q.A.C. Duliajan College

IQAC, Duliajan College

Date: 28-11-2024

Time: 1.00 PM

Venue: Seminar Hall 2

Designation

Name

Chairperson/Principal

: Dr. Lok Bikash Gogoi

Academic Coordinator (Arts) &

HOD of Sociology Deptt.

: Dr. Hemanta Das

Academic Coordinator (Science),

IQAC Coordinator & HOD of

Chemistry Department

: Dr. Jitumoni Borah

Academic Coordinator (Commerce)

**HOD of Commerce** 

: Mr. Pabitra Sonowal

President & Secretary of DCSC

: Dr. Jitumoni Borah

: Dr. Poppy Hazarika

President & Secretary of Arts forum

: Mr. Mrinmoy Boruah

P. 13 h 28/11/24,
Min may 1(r. Phone)

: Dr. Chitrajit Saikia

President & Secretary of Commerce

Forum

: Mr. Pabitra Sonowal

: Mr. Tapan Dutta

Convener, Career Counseling and

Placement Cell

25 8 11/2024 DE 8 11/2024

: Dr. Jitendra Kr. Tiwari Java 28-11-2024



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E-mail: duliajancollege@yahoo.com, Website: www.duliajancollege.in

Ref. No.: DC/PO/Misc/1QAC/2015/38(a)

Date: 14/02/2025

### **NOTICE**

It is of information to all concerned that a meeting with the academic coordinators, members of Website Monitoring Committee, convener of Media Relation Cell and Research and Development Cell will be held on 15<sup>th</sup> February, 2025. So, all the concerned faculties are hereby requested to attend the same without fail.

Venue: Seminar Hall 2

Time: 12.15 pm

Dr. Jitumoni Borah

IQAC, Coordinator

Duliajan Collegeinator

Agenda of the meeting:

Dr. Lok Bikash Gogoi

(Principal cum Chairman of IQAC Duliajan College)

Principal
Duliajan College

- 1. Chairperson takes chair
- 2. Objectives of the meeting
- 3. Up gradation of College Website.
- 4. Planning of Research and Development Cell
- 5. Conclusion of the meeting

(Signature of the Chairperson)

The meeting is held at Seminar Hall 2 on 15<sup>th</sup> February, 2025. Dr. Lok Bikash Gogoi, Principal cum Chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, coordinator of IQAC, states the objective of the meeting.

#### Discussion:

Agenda No 3: After discussion of this agenda, the members are in the opinion that the College website should be upgraded in all fronts –

- a. Information of achievements of students and faculties will be collected from all departments and uploaded accordingly.
- b. Digital banners of all upcoming events and past events will be send to IQAC directly and subsequently these will be uploaded
- c. Media Relation Cell will take the responsibility of publishing the news of all events of the college in different print media.
- d. News which is published in different print media will be send to IQAC and these will be uploaded in news section accordingly.

### Agenda No 4: Discussion held on the following issues –

- a. Editorial Board of Students' Research Journal for 2024-25:
   Editor: Dr. Urbbi Devi (Assistant professor, Zoology Deptt.)
   Assistant Editor: Mrs. Nirupoma Dey (Assistant Professor, English Deptt.) and Dr. Lianneithang Hrangkhol(Assistant Professor of Political Science Department)
   They will collect research articles/papers from students and publish in the students' research journal within May, 2025.
- b. A poster (Research) presentation competition will be organized in March/April, 2025. Students from all the three streams can take part in the competition.

At the end of the meeting, Dr. Lok Bikash Gogoi, the chairperson of the meeting thanks all the members present in the meeting and advices to do needful for up gradation of the website.

(Dr. Lok Bikash Gogoi)

Juni

Principal cum Chairperson, IQAC,

Duliajan College Duliajan College

## DULIAJAN COLLEGE INTERNAL QUALITY ASSURANCE CELL

Email: iqacduliajancollege@gmail.com

**IQAC** Meeting

Venue: Seminar Hall 2 Date: 15-02-2025

Time: 12.15 pm

## Minutes of the meeting

A meeting of IQAC with academic coordinators, convener of media cell, the members of website monitoring committee and the members of research and development cell is held today in the seminar hall 2 at 12.15 pm. Dr. Lok Bikash Gogoi, principal cum chairperson of IQAC presides over the meeting. Dr. Jitumoni Borah, Coordinator of IQAC, states the objective of the meeting.

#### Resolutions:

- 1. The college website will be upgraded in all fields. Members of Website Monitoring committee will collect data of students' and teachers' achievements and then send to IQAC with necessary photos. Digital banners of the events, news published in news paper will also be sending to IQAC to upload in the website.
- 2. Dr. Urbbi Devi, Mrs. Nirupoma Dey and Dr. Lianneithang Hrangkhol will take the responsibility of publishing the Students' Research Journal of this year.
- 3. A competition of Poster Presentation will be organized in the month of March/April, 2025 in order to develop a research environment in the college.

Dr. Lok Bikash Gogoi

Principal cum Chairman of IQAC

principal

Duliajan College

Dr. Jitumoni Borah

Coordinator, IQAC

Co-ordinator A. I.Q.A.C. Dullajan College

IQAC, Duliajan College

Date: 15-02-2025

Time: 12.15 PM

Venue: Seminar Hall 2

Designation

Name

<u>Signature</u>

Chairperson/Principal

: Dr. Lok Bikash Gogoi

Joseph

Academic Coordinator (Arts) &

HOD of Sociology Deptt.

: Dr. Hemanta Das

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Academic Coordinator (Science),

IQAC Coordinator & HOD of

Chemistry Department

: Dr. Jitumoni Borah

1512/2025

Academic Coordinator (Commerce)

**HOD** of Commerce

: Mr. Pabitra Sonowal

(from

Research and Development Cell -

Convener

: Dr. Monsoon Hatibaruah

Members

: Dr. Dayananda Nath

P.12/2023

: Dr. Poppy Hazarika

: Mrs. Mondira Chutia

: Dr. Monsumi Gogoi

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Website Monitoring Cell -

Convener

: Dr. Jitumoni Borah

: Dr. Moonmi Konwar

2m 162 | 2625

: Dr. Nilima Gogoi

: Mrs. Pinki Sarmah Saikia

: Ms. Siddika Banu You

: Dr. Monsumi Gogoi

: Mr. Phulajyoti Saikia

Convener, Media Relation cell