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# **DHUPGURI GIRLS' COLLEGE**

**DHUPGURI \* JALPAIGURI \* PIN-735210**

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Ref. No.....

Date.....

## **NOTICE**

**Dhupguri Girls' College**

**IQAC Meeting**

**Date: 21-11-2019**

This is to inform all the members that an IQAC meeting will be held on the 27th of November, 2019, at 2:30 PM. The agenda for the meeting is as follows:

1. Read and confirmation of the resolution of previous meeting held on 11-09-2019.
2. **Formation of Various Cells**
  - o Formation of cells like ICC, RTI, SC/ST Committee, and Minority Cell.
3. Approval of IQAC in the last GB meeting no. 03 dt. 11-11-2020
4. **Discussion Over the Needs of Various Sub-Committees and Cells**
5. **Formation of Career Counselling Cell**
6. **Application for Permanent Affiliation with the University**
7. **Miscellaneous**

All members are requested to attend the meeting on time.

**TIC**

  
21.11.19

**Dhupguri Girls' College**

**Teacher-in-Charge**  
**Dhupguri Girls' College**

  
IQAC Coordinator  
Dhupguri Girls' College

21.11.19

**IQAC Coordinator**

**Dhupguri Girls' College**



## RESOLUTION

Dhupguri Girls' College

IQAC Meeting Resolution

Date: 27-11-2019

The IQAC meeting of Dhupguri Girls' College was held on the 27th of November, 2019, at 2:30 PM. The following resolutions were passed:

**1. Read and Confirmation of the Resolution of the Previous Meeting**

The resolution of the previous IQAC meeting held on 11-09-2019 was read and confirmed.

**2. Formation of Various Cells**

The IQAC coordinator inform the house on the need for forming various cells. It was unanimously decided and resolved that the following cells will be formed:

- Internal Complaints Committee (ICC)
- Right to Information (RTI) Cell
- SC/ST Committee
- Minority Cell

**3. Approval of IQAC**

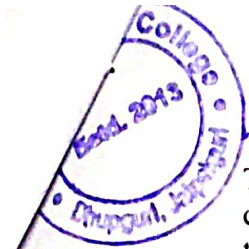
The house discussed on the approval of the IQAC in the last GB meeting dt. 11-11-2020. The house read aloud the name of the members included in the newly formed IQAC and unanimously approved and welcome the members in the newly formed IQAC body. The IQAC members are as follows:

**Chairperson:** Mr. Shyamal Ch. Biswas, TIC  
**Coordinator:** Dr. Debarati Dutta, Asst. Prof. in English  
**Teaching Members:**  
Dr. Keya Mustafi, Asst. Prof. in Bengali  
Dr. Debarati Ghosh, Asst. Prof. in Geography  
Mr. Kamal Khanal, Asst. Prof. in History  
Mr. Somenath Kar, Asst. Prof. in Geography  
**Office Staff Member:** Mr. Bhabani Roy

**4. Discussion Over the Needs of Various Sub-Committees and Cells**

The IQAC coordinator discussed the needs and requirements of the newly formed sub-committees and cells. It was unanimously decided and resolved that each cell will prepare a list of necessities and submit it to the IQAC for further action.

**5. Formation of Career Counselling Cell**



The IQAC coordinator proposed the formation of a Career Counselling Cell and possible collaborations with various government and private sectors, as well as self-help groups, to implement student support services in the college. It was unanimously decided and resolved that the Career Counselling Cell will be formed with a discussion in separate meeting conducted by the cell itself and they will preserve the notice and resolution books for future concern.

## 6. Application for Permanent Affiliation with the University

The IQAC coordinator reported the house the need to apply for permanent affiliation with the university in due consultation with IC, NBU. It was unanimously decided and resolved that the application process will be initiated and all required documents will be prepared and submitted to the IC of NBU.

## 7. Miscellaneous

**Orientation Program for Newly Inducted Students:** It was unanimously decided and resolved to arrange an orientation program for newly inducted students to familiarize them with the college facilities and academic environment. The IQAC also decided to issue a letter to the Academic sub-committee of the college to carry out the same programmes every year during the inception of the session.

**Formation of Various Sub-Committees:** It was unanimously decided and resolved that various sub-committees will be formed to streamline different academic and administrative functions. The record of the formation of various sub-committee with respective members will be documented in the ensuing TC meeting and will be preserved in the TC meeting resolution book.

**Internal Academic Record Maintenance:** It was unanimously decided and resolved to maintain the internal academic records by the departments as well as various sub-committees.

**Maintenance of Working Hours and Classes Record:** It was unanimously decided and resolved that faculty members will maintain records of their working hours and number of classes in their record and service books.

**Work Allocation to the Office Regarding IQAC:** It was unanimously decided and resolved to allocate specific tasks to the office staff related to IQAC activities.

**Purchase/Procurement of Geography Lab Equipment:** It was unanimously decided and resolved to procure necessary equipment for the Geography lab. after the introduction of Honours course in the subject from 2019-2020 session.

**Proposal for Initiating Value Added Courses:** It was unanimously decided and resolved to explore and initiate value-added courses by various departments to enhance the skill of students.

The meeting concluded with a vote of thanks to the chair.

Members present:

1. D. Dutt 27/11/19  
2. *[Signature]* 27.11.19  
3. Somenath Kar.  
4. K. Mustafa 27/11/19

5. *[Signature]* 27/11/19  
6. Sharma 27.11.19  
7. *[Signature]* 27/11/19  
8. Kousik Sutradhar