

Meeting of the Internal Quality Assurance Cell, Dispur Law College

Held on 1st June, 2023

Members Present:

1. Dr. Gargi Dutta Paul,
Chairman, IQAC
2. Dr. Swapna Manindranath Deka,
Coordinator, IQAC.
3. Mrs. Pallavi Neog
Asst. Coordinator, IQAC.
4. Dr. Pallabi Baruah
Member, IQAC
5. Dr. Indrani Medhi
Member, IQAC.
6. Ms. Jyotshna Saloi
Member, IQAC.
7. Dr. Jintu Borah
Member, IQAC.
8. Mr. Kamal Medhi
Member, IQAC.
9. Dr. Suranjana Kalita
Member, IQAC.
10. Dr. Chandamita Sarma
Member, IQAC.
11. Dr. Niju Moni Das
Member, IQAC.
12. Dr. Plabita Saikia
Member, IQAC

8/1/6/23

Swapna M Deka
1/6/2023

Pallavi Neog
1/6/2023

P 1/6/2023

Indrani
1/6/2023

Jyoti
01/06/2023

Jintu Borah. 1/6/2023

Kamal
1.6.2023

Plabita
1/06/2023

Niju
1-6-2023

Plabita
1-6-2023

Resolution of the meeting of IQAC, Dispur Law College held on 1st June, 2023.

1. The meeting of the IQAC, Dispur Law College was presided by Dr. Swapna Manindranath Deka, Coordinator of the Cell in the Conference room.
2. Dr. Swapna Manindranath Deka, Coordinator, IQAC has placed a proposal to organize a Faculty Improvement programme "Let's improve ourselves" on 3rd June, 2023.
3. Dr. Plabita Saikia, member of the Cell has placed a proposal to organize Environment Day on 5th June, 2023 in collaboration with UNICEF by taking pledge and signature program. The member also proposed to observe an extension programme on environment awareness on 12th June, 2023 in Kishaloy Vidyapeeth.
4. Dr. Swapna Manindranath Deka, has discussed the agenda of the programme with the members.
5. Dr. Swapna Manindranath Deka has placed a proposed budget of Rs. 5000.00 (Rupees Five Thousand) only for organizing the programmes. The detail of the expenditure has been placed as under:

The expenditure heads for the Faculty development programme (Soft skill) on 3rd June, 2023 are as under:

1. Gamusa----- 1 piece= Rs. 400.00
2. Conveyance Charge-----=Rs.2000.00
3. Refreshment of guests and faculty members= Rs.300.00

=Rs.2700.00

The expenditure heads for observance of Environment day on 5th June and an extension programme on environment awareness on 12th June, 2023 is as under:

1. Banner----- 1 no= Rs.300.00
2. Flex----- 1 no= Rs.700.00
3. Marker pen----- 3 no= Rs.60.00
4. Gamusa for felicitation of the principal of the school= Rs. 500.00
5. Plant saplings-----=Rs.1000.00
6. Refreshment of the students and teachers of the school= Rs.1000.00
7. Pen-----= Rs.500.00
8. Miscellaneous-----=Rs. 240.00
9. Total-----=Rs.4300.00

Grand Total-----=Rs.7000.00

6. . All the members of the cell have recommended the two budgets and the Coordinator of the Cell assigned the duties to Mrs. Pallavi Neog, Dr. Plabita Saikia, Sri Kamal Medhi, Ms. Jyotshna Saloi & Dr. Indrani Medhi to supervise the three programmes.
7. The Coordinator along with the Principal has reconstituted the IQAC. The newly constituted IQAC is as under:

Chairperson: Dr. Gargi Dutta Paul, Principal Dispur Law College

Co-ordinator: Dr. Swapna Manindranath Deka, Assistant Professor of Law, Dispur Law College

Members from Teaching Staff:

1. Dr. Pallabi Baruah, Assistant Professor, Sociology
2. Dr. Indrani Medhi, Assistant Professor, History
3. Mr. Kamal Medhi, Assistant Professor, Political Science
4. Dr. Jintu Borah, Assistant Professor, English.
5. Ms. Jyotshna Saloi, Assistant Professor, Law
6. Dr. Suranjana Kalita, Assistant Professor, Law
7. Dr. Niju Moni Das, Assistant Professor, Law
8. Dr. Plabita Saikia, Assistant Professor, Law

Member from Management: Prof. Arup Hazarika, Educationist, Dept. of Zoology (Cotton University)

Senior Administrative Officer: Mrs. Pallavi Neog, Librarian, Dispur Law College

Member from the society: Sri. Jayanta Chutia

Student Member: Sri. Alok Debnath

Member from the Alumni: Mrs. Rupanjali Das

Employer: Prof. Arup Hazarika, Educationist, Dept. of Zoology (Cotton University), G.B. Representative

8. The coordinator has asked the faculty members to voluntarily propose or withdraw their names as member of IQAC before the reconstitution of IQAC.
9. The members of criteria 3, Ms. Jyotshna Saloi and Dr. Indrani Medhi has proposed to observe 'No Tobacco day' in the neighboring areas extending the society the awareness on hazards of tobacco during the month of June as it could not be observed on the stipulated date due to the ongoing examination form fill-up process. The report of the programme will be prepared by both the members.
10. Dr. Jintu Borah has been assigned for monitoring and maintaining the documentation work of IQAC and also assisting in the criteria 4.
11. The coordinator has asked Dr. Pallabi Baruah and Dr. Nijumoni Das to submit their scores of their respective criteria in the next IQAC meeting.

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1/06/2023



J. 1/6/23.