

Damdama College
P.O.-Kulhati, Kamrup

Meeting of the IQAC of Damdama College with Teaching Staff

Dated:21/09/2021

Signatures of the Members present:

1. Chairperson: Dr. SURANJAN SARMA [Principal, Damdama College]
2. Coordinator: Dr. Saurav Sengupta, Assistant Professor in English
3. Member: Mrs. Chinmoyee Talukdar [Senior Administrative Officer, DHE]
4. Member: Teachers: Mrs. Dikshita Buragohain, Assistant Prof. in Political Science
[Assistant Coordinator]
Dr. Pallabi Deka, Assistant Professor in Assamese
[Assistant Coordinator]
Mr. Chandanjyoti Chutia, Assitant Professor in Assamese

Miss Devajani Gogoi, Assistant Prof. in Political Science

Dr. Rumi Kalita Das, Assitant Professor in Assamese

Mr. Langkiram Phanco, assistant Professor in History

Miss Anisha Choudhuri, Assistant Professor in Education

Mrs. Prerana Priyam Doley, Assistant Professor in English
5. Member: Management: Dr. Babita Kalita, Librarian & Permanent member, G.B.
6. Member: Alumni: Mr. Siva Kalita, Assistant Professor, M.K. College, Kamrup

Student: President, Students' Union, Damdama College

Local Society: President, Kulhati Gaon Unnan Samitee

7. Nominee: Stakeholders: Mr. Altaf Hussain, HoD & Assistant Prof. in Political Science

The meeting of the IQAC was held in the chamber of the Principal of the college at 3.00 pm under the chairmanship of Dr. Suranjan Sarma, Principal cum Chairman of the cell.

The IQAC members and the members of the teaching staff discussed the present academic situation of the college. The members of the teaching staff discussed the availability of the class rooms in the college. It was found that due to post – Covid-19 pandemic situation the social distancing among the students should be maintained and therefore, some new classrooms are needed for smooth conduct of the classes. The members requested the IQAC of the college to recommend the matter to the Governing Body of the college. The members advised that step should be taken for construction of first floor of the G+1 R.C.C. Building which was constructed from college own fund. On behalf of IQAC the Principal agreed to place the matter in the meeting of the Governing Body.

The members of the teaching staff also demanded that some classrooms [at least two classrooms] should be equipped with furniture which can be used as digital classrooms. It was found that during the Covid-19 pandemic situations students and teachers were to some extent accustomed with the on-line classes. However, in the present academic situation it is an urgent need to take digital classes using smart board, laptop and projector etc., which can enrich the academic environment of the college. The IQAC decided to take some positive steps in this matter.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

Damdama College
P.O.-Kulhati, Kamrup

Meeting of the IQAC of Damdama College with non-Teaching Staff

Dated: 21/09/2021

Signatures of the Members present:

1. Chairperson: Dr. SURANJAN SARMA [Principal, Damdama College]
2. Coordinator: Dr. Saurav Sengupta, Assistant Professor in English
3. Member: Mrs. Chinmoyee Talukdar [Senior Administrative Officer, DHE]
4. Member: Teachers: Mrs. Dikshita Buragohain, Assistant Prof. in Political Science

[Assistant Coordinator]

Dr. Pallabi Deka, Assitant Professor in Assamese

[Assistant Coordinator]

Mr. Chandanjyoti Chutia, Assitant Professor in Assamese

Miss Devajani Gogoi, Assistant Prof. in Political Science

Dr. Rumi Kalita Das, Assitant Professor in Assamese

Mr. Langkiram Phancho, assistant Professor in History

Miss Anisha Choudhuri, Assistant Professor in Education

Mrs. Prerana Priyam Doley, Assistant Professor in English

5. Member: Management: Dr. Babita Kalita, Librarian & Permanent member, G.B.

6. Member: Alumni: Mr. Siva Kalita, Assistant Professor, M.K. College, Kamrup

Student: President, Students' Union, Damdama College

Local Society: President, Kulhati Gaon Unnan Samitee

7. Nominee: Stakeholders: Mr. Altaf Hussain, HoD & Assistant Prof. in Political Science

The meeting of the IQAC was held in the chamber of the Principal of the college at 3.30 pm under the chairmanship of Dr. Suranjan Sarma, Principal cum Chairman of the cell.

The members of the non-teaching staff requested the IQAC of the college to take some new plan and estimate for reconstruction of the Principal' Office room so that the office room becomes more convenient for the Grade-III office staff as well as students of the college. The members requested the IQAC to construct one new office building nearer to the Principal's chamber. The members of the non-teaching staff requested the Principal to supply some new computers to the office so that all the members of the non-teaching staff can perform their official works smoothly. The members also requested to supply them some furniture like Table, Chair, Sofa set etc. for modernization of the college office room. The Principal on behalf of IQAC assured the members of the non-teaching staff to take positive steps with proper guidance of the Governing Body of the College.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

Damdama College
P.O.-Kulhati, Kamrup

Meeting of the IQAC of Damdama College with Students' Community

Dated:22/09/202

Signatures of the Members present:

1. Chairperson: Dr. SURANJAN SARMA [Principal, Damdama College]
2. Coordinator: Dr. Saurav Sengupta, Assistant Professor in English
3. Member: Mrs. Chinmoyee Talukdar [Senior Administrative Officer, DHE]
4. Member: Teachers: Mrs. Dikshita Buragohain, Assistant Prof. in Political Science
[Assistant Coordinator]
Dr. Pallabi Deka, Assitant Professor in Assamese
[Assistant Coordinator]
Mr. Chandanjyoti Chutia, Assitant Professor in Assamese
Miss Devajani Gogoi, Assistant Prof. in Political Science
Dr. Rumi Kalita Das, Assitant Professor in Assamese
Mr. Langkiram Phanco, assistant Professor in History
Miss Anisha Choudhuri, Assistant Professor in Education
Mrs. Prerana Priyam Doley, Assistant Professor in English
5. Member: Management: Dr. Babita Kalita, Librarian & Permanent member, G.B.
6. Member: Alumni: Mr. Siva Kalita, Assistant Professor, M.K. College, Kamrup
Student: President, Students' Union, Damdama College
Local Society: President, Kulhati Gaon Unnan Samitee
7. Nominee: Stakeholders: Mr. Altaf Hussain, HoD & Assistant Prof. in Political Science

The meeting of the IQAC was held in the chamber of the Principal of the college at 3.00 pm under the chairmanship of Dr. Suranjan Sarma, Principal cum Chairman of the cell.

The IQAC members discussed the present academic environment of the college with the members of the students' community. During the Covid-19 pandemic situation some students dwelling in the remote fur flung areas were unable to attend the online classes taken by our teachers due to some technical problems like non-availability of internet service etc. However, the members of the students' community thanked the teachers of the college for their constant communication with the students through Whats' app group etc. The members of the students' community requested the IQAC of the college to prepare new proposal for the development of mental and physical health of the student community in the post Covid-19 situation. Therefore, the members requested to construct a new Volley Ball Court in the college premise for the physical health of the students. The Principal noted the demand for further augmentation of the project with support from the college governing body.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

The meeting of the IQAC discussed the proceedings of the previous meetings with members of teaching staff, non-teaching staff and members of the students' community held on 21/09/2021 and 22/09/2021. The IQAC found that the demands were really genuine for the development of academic environment of the college during the post Covid-19 situation. Therefore, the meeting of the IQAC took the following resolutions to discuss in the meeting of the governing body of the college for taking necessary steps for fulfilling of the demands.

1. The first floor of the G+1 R.C.C. building of the college [financed by college own fund] should be constructed as soon as possible.
2. Some classrooms should be converted to digital classrooms equipped with technical facilities like laptop computers, projectors and sitting arrangements etc.
3. A Volley ball court should be constructed within the college campus.
4. The college office room should be modernized with wooden furniture as well as repairing of the ceiling, electrification and supplying computers to the non-teaching staff etc.

The Principal noted the resolutions of the IQAC meeting to place in the governing body meeting for implementation of the proposals with approval of the governing body.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

The IQAC members and the members of the teaching staff discussed the present academic situation of the college. The members of the teaching staff thanked the Principal of the college for taking steps for renovation of the departmental staff rooms of the college. The members of the teaching staff informed the IQAC about four senior teachers viz., Sri Hirabati Kalita, Sri Gopal Barman, Dr. Sabitri Saikia and Dr. Nanima Das are in the verge of retirement in a short period due to attainment of their age of superannuation and therefore, the IQAC should take necessary steps for allowing them retirement benefits as well as replacement of these teachers with new faculty members.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

The Principal of the college informed the meeting that as per discussion in the IQAC meeting held on 22/09/2021 and with approval of the Governing Body meeting held on 25/09/2021 the following physical developmental works have been completed observing proper financial procedure.

1. The construction of first floor of the G+1 RCC Building has been completed with cost of amounting Rs. 11,09,028.00 spent from college own building fund. Three classrooms which will be used as digital classrooms measuring 26'x26' in size each has been equipped with modern wooden chairs, lecture stand, green board, projectors etc.
2. The boundary wall of the proposed Volley Ball Court costing an amount of Rs. 3,24,515.00 has been constructed.
3. The office room of the college has been reconstructed with repairing of ceiling, furniture, sitting arrangements etc. has been completed. The ceilings of the departmental staff rooms and the partition walls between the departments have been completed with an amount of Rs. 4,91,723.00.

For academic development as well as smooth conduct of the classes for Assistant Professors viz., Mr. Altaf Hussain, Mrs. Manju Das, Mr. Rajib Mahanta and Mr. Amitbh Chakravorty were allowed to perform their college duty as Head of the Departments viz., Political Science, Assamese, Economics and History respectively as the HoDs of these four departments retired from their service attaining the age of superannuation.

The IQAC expressed satisfaction with the works and thanked the principal for the prompt actions taken by him.

The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College

The meeting of the IQAC was held in the chamber of the Principal of the college at 3.00 pm under the chairmanship of Dr. Suranjan Sarma, Principal cum Chairman of the cell.

The IQAC discussed the present vacancy position of teaching and non-teaching staff of the college. The Principal informed the IQAC that DHE, Assam accorded permission for advertisement of vacant posts of teaching staff through its letter No. DHE/CE/Misc./49/2021/pt/5 dated 09/02/2022. Therefore, the IQAC requested the Principal to take necessary approval from the governing body of the college to go for advertisement of the five vacant posts of Assistant Professors of the college against the Reservation as mentioned below:

1. Economics - 1 post UR Roster Point 4
2. Political Science – 1 post UR Roster Point 7
3. History - 1 post UR (EWS) Roster Point 9
4. Education - 1 post UR Roster Point 12
5. Assamese - 1 post OBC/MOBC Roster Point 13

The IQAC discussed the present vacancy position of non-teaching staff and found that one post of Library Assistant reserved for OBC/MOBC RP and another post of Library Bearer reserved for ST [P] RP are lying vacant and requested the Principal to go for advertisement of the posts with necessary approval of the governing body.

The IQAC found that the front size/PWD road side boundary wall of the college campus was collapsed in an accident of hitting the wall by a motor vehicle. It is also mentioned that the boundary wall was already in a dilapidated condition and was in need of reconstruction of the wall. The IQAC requested the Principal to place the matter of reconstruction of the wall in the meeting of Construction Committee of the college.

The IQAC of the college requested the Principal to take approval for construction of a new Entrance Gate of the college with proper design, plan and estimate of an experienced engineering firm.

The IQAC discussed the academic development of the college and found that the class routine of the college should be modified in case of duration of classes of one hour instead of 45 minutes per class. The matter may be placed in the governing body for necessary approval.

The meeting ended with vote of thanks by the chair.

A handwritten signature in blue ink, reading "Suranjan Sarma". The signature is written in a cursive style with a large initial 'S'.

Dr. Suranjan Sarma
Principal
Damdama College

Damdama College
P.O.-Kulhati, Kamrup

Meeting of the IQAC of Damdama College

Dated: 08/04/2022

Signatures of the Members present:

1. Chairperson: Dr. SURANJAN SARMA [Principal, Damdama College]
2. Coordinator: Dr. Saurav Sengupta, Assistant Professor in English
3. Member: Mrs. Chinmoyee Talukdar [Senior Administrative Officer, DHE]
4. Member: Teachers: Mrs. Dikshita Buragohain, Assistant Prof. in Political Science
[Assistant Coordinator]
Dr. Pallabi Deka, Assitant Professor in Assamese
[Assistant Coordinator]
Mr. Chandanjyoti Chutia, Assitant Professor in Assamese
Miss Devajani Gogoi, Assistant Prof. in Political Science
Dr. Rumi Kalita Das, Assitant Professor in Assamese
Mr. Langkiram Phancho, assistant Professor in History
Miss Anisha Choudhuri, Assistant Professor in Education
Mrs. Prerana Priyam Doley, Assistant Professor in English
5. Member: Management: Dr. Babita Kalita, Librarian & Permanent member, G.B.
6. Member: Alumni: Mr. Siva Kalita, Assistant Professor, M.K. College, Kamrup
Student: President, Students' Union, Damdama College
Local Society: President, Kulhati Gaon Unnan Samitee
7. Nominee: Stakeholders: Mr. Altaf Hussain, HoD & Assistant Prof. in Political Science

The meeting of the IQAC was held in the chamber of the Principal of the college at 3.00 pm under the chairmanship of Dr. Suranjan Sarma, Principal cum Chairman of the cell.

The IQAC found that as per decision of the previous IQAC meeting dated /02/2022 and as directed by the Governing Body through its Resolution No. 2 dated 16/02/2022 [and in pursuance of DHE's Letter No. DHE/CE/Misc/49/2021/pt.5 dated 09/02/2022] advertisement for direct recruitment to the posts of Assistant Professors in the departments of Assamese, Education, History and Economics respectively in Damdama College were given in two local leading Newspapers viz., (1) The Assam Tribune on 19/02/2022, Adv. No. – CD/SV/NL000978/1; and (2) Dainik Asam on 19/02/2022. The interviews for selection of candidates for recruitment to the posts of Assistant Professors in the Departments of Assamese, Education, History and Economics of the college were held on 25/03/2022 & 26/03/2022 [Assamese]; 29/03/2022 & 30/03/2022 [Education]; 02/04/2022 [History] and 03/04/2022 [Economics] respectively and the Selection Committees recommended the names of the selected candidates for the respective subjects for consideration and approval of the Governing Body of the college. The IQAC thanked the Principal of the college for taking prompt action in the matter.

The IQAC also found that as discussed in the previous IQAC meeting and with approval from governing body meeting held on 16/02/2022, the damaged boundary wall on the front/ PWD road side of the college was reconstructed following Plan & Estimate of the Engineer costing with an amount of Rs. 2,53,414.00 from college fund account. The Construction/ Purchase Committee meeting already approved the expenditures and forwarded its resolution to the Governing Body of the college for consideration.

The IQAC also found that although the Governing Body of the college authorized the Principal of the College to construct a new Entrance Gate of the College as per proper design of the Engineering Firm 'Zenith Engineering, Guwahati', due to financial crunch [as the state government has reimbursed only 58 % of the total amount of the student's admission fees under 'Fee Waiver Scheme of the State Government' for the academic year 2021-22] the work has not been materialized till now.

Discussing the academic matters the IQAC discussed in detail the promotion in the Assistant Professor Stage IV Scale of pay of Dr. Saurav Sengupta, Assistant Professor Stage III in the Department of English. The IQAC observed that Dr. Saurav Sengupta of Damdama College was appointed as Assistant Professor Stage I on 30/04/2003(with condition) vide DHE's letter No. G(B)AC/23/2003/28 dated Kahilipara 30/04/2003 and G(B)AC/23/2003, dated Kahilipara, 22/07/2003. He was subsequently regularized vide DHE's letter No. G(B)AC.23/2003/44 dated Kahilipara, dated 11th August, 2008. Thereafter, he was promoted to the Assistant Professor Stage III on 23/08/2012 vide DHE letter No. DHE/CE/UGC/422/2020/9 dated 05/06/2020. Therefore, Dr. Saurav Sengupta should have been eligible for the Assistant Professor Stage IV Scale of pay from 23/08/2015. He subsequently completed his Short Term Course (STC) on 8th July, 2018. The IQAC took cognizance of this matter and after thoroughly verifying his documents, recommended that he may be placed in the Assistant Professor Stage IV from 8th July 2018 and forward the same to the DPC for necessary approval.

The IQAC of Damdama College also discussed in detail the of promotion in the Assistant Professor Stage IV Scale of pay of Mr. Rajib Mahanta, Assistant Professor Stage III in the Department of Economics. The IQAC observed that Mr. Rajib Mahanta of Damdama College was appointed as Assistant Professor Stage I on 06/04/2005 (with condition) vide DHE's letter no. G(B)AC/Regu/15/05/21 dated Kahilipara 06/04/2005 and G(B)AC/Regu/75/2005/27, dated Kahilipara, 3/5/2005. He was subsequently regularized vide DHE's letter no. G(B)AC/Regu/55/08/124 dated Kahilipara, 1st of August, 2008. Thereafter, he was promoted to the Assistant Professor Stage III on 6/04/2016 vide DHE letter No. DHE/CE/UGC/422/2020/9 dated 05/06/2020. Therefore, Mr. Mahanta, became eligible for the Assistant Professor Stage IV Scale of pay from 06/04/2019. The IQAC verified thoroughly the relevant credentials of Mr. Rajib Mahanta and recommended for the promotion to Stage IV to the DPC for necessary approval. The meeting ended with vote of thanks by the chair.



Dr. Suranjan Sarma
Principal
Damdama College