



IQAC

PANDIT DEENDAYAL
UPADHYAYA ADARSHA
MAHAVIDYALAYA, DALGAON,
DARRANG, ASSAM.

(NAAC B+ ACCREDITED)

PHONE:
9435387413
7002141847

WEBSITE:
pduamdalgaoon.in

EMAIL:
iqacpduamdalgaoon@gmail.com

Dr. Lakhi Prasad Hazarika
Chairman,
IQAC,
PDUAM, Dalgaon.

Mr. Borun Kathar
Coordinator,
IQAC,
PDUAM, Dalgaon.

NOTICE

Dated: the 10th Day of October 2025.

It is hereby informed to all the **Teaching Fraternity** of **PDUAM**, Dalgaon, that the **IQAC General Meeting** is scheduled to be held on the **13th day of October 2025** from **3.00 PM** onwards in Gallery-4. We look forward to seeing you at the meeting to discuss the overall growth and development of the college. The agenda of the meeting is attached herewith.

We sincerely hope that you will be able to attend the meeting.

Looking forward in anticipation.

Regards

Dr. Lakhi Prasad Hazarika
Principal,
PDUAM, Dalgaon
Assam.

Mr. Borun Kathar
Coordinator,
IQAC, PDUAM,
Dalgaon, Assam.



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AGENDA OF THE IQAC GENERAL MEETING

Date: 13-10-2025
Venue: GALLERY-04

Time: 03:00 PM

The following are the agendas to be discussed:

1. **Welcome Address- IQAC Coordinator.**
2. **Declaration of New Cells & Bodies formation.**
 - Existing Cells/ Committees to prepare and submit their Annual Report.
3. **Review and approval of the minutes of the last IQAC Meetings.**
4. **Discussion on Pre Self-Assessment Departmental Audit**
 - a. Review of the draft format.
 - b. Suggestions for refinement and standardization.
5. **Data Generation for AQAR (2024-2025)**
 - a. Framework alignment with the Maturity-Based Graded Level.
 - b. Allocation of responsibilities for data collection and verification.
6. **Documentation and Maintenance of Reports**
 - a. Review of current practices.
 - b. Discussion on systematic documentation and record-keeping mechanisms.
7. **Institutional Best Practices**
 - a. Identification and documentation of ongoing and new best practices- to be chaired by Chairman IQAC.
8. **Implementation of Time Bank Process**
 - a. Discussion on objectives, structure, and execution plan as a continuous improvement initiative-to be chaired by Chairman IQAC.
9. **Any Other Matter**
 - a. Open floor for additional discussions and suggestions.
10. **Concluding Remarks**
 - Summary of decisions taken and action plan.


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Darrang, Assam-784116


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