Minutes of the Meetings held:

Sl. No.	Date	Resolutions adopted	Action taken/ Accomplishment
01	24-05-2021 Online mode	To encourage alumnae/students from other institutions to get enrolled	Circulate the courses offered by computer science department through social media
02	14-06-2021	Progress of work will be discussed every 3 months	1st batch of students of Libre Office completed the course in online mode
03	16-11-2021	Departments to submit course details for university approval	Department of Philosophy, English, Political Science, Mathematics, Economics, Education, Hindi prepared certificate course and kept open for both regular and distance mode
04	09-03-2022	Dibrugarh University approved 16 certificate courses	Regular classes started in all the courses
05	09-09-2022	Departments to circulate the information about the courses to the institutions who have signed MoU with Women's College, Tinsukia	10 Students from Makum College and 1 student from JDSG College enrolled in certificate course in Rural Development and 03 students from Namrup College, 04 from Madhyapradesh joined in Tally from 2022-23 session , 04 teachers from other parts of the country enrolled in DCA. 02 students in MS Office from Madhyapradesh and 01 in Internet course, 18 students from different parts of India joined in Libre Office.
06	05-12-2022	To discuss the progress of the centre regularly.	

Activities:

- 22 students enrolled in computer science department of Women's College, Tinsukia, completed the certificate course in Libre Office offered by Mumbai IIT in distance mode.
- 11 students joined in Certificate course Rural Development course from Makum College and JDSG College, Bokakhat
- 07 Students joined in Tally from Madhyapradesh and Namrup
- 04 teachers enrolled in DCA Course
- 02 in MS Office and 01 in Internet course
- 18 students from various parts of India joined in Libre Office.