

Action Taken Report of the IQAC Minutes

Session: 2022-23

Date of the meeting	Resolution(s)	Action taken
10/08/2022	<p><u>Resolution-1:</u> Consultancy services to be offered on the following areas –</p> <ul style="list-style-type: none"> (i) Preparation of Institutional Development Plan (ii) Preparation of Self Study Report (SSR) for NAAC Assessment under revised format (iii) Preparation of Proposal for Autonomous status (iv) Preparation of Administrative & Academic Audit report. 	<p>The entrusted faculty members of the college provided consultancy services with regards to preparation of Institutional Development Plan to J.N College, Boko and preparation of Autonomous status to Jagiroad College.</p>
	<p><u>Resolution-2:</u> Academic calendar for the session 2022-23 to be prepared by Mr. B.K. Pegu and Dr. Chanchal Boruah.</p>	<p>The Academic calendar for the session 2022-23 was prepared by the entrusted members and uploaded in the website.</p>
	<p><u>Resolution-3:</u> An NEP Implementation Cell was formed with the following members:</p> <ul style="list-style-type: none"> (i) Dr. P. K. Bhattacharyya (Chairperson) (ii) Dr. M. Bora (Convenor) (iii) Dr. R. S. Mazumdar (History) (iv) Dr. A. Devi (Physics) (v) Dr. M. Deka (Statistics) (vi) Dr. B. Sharma (Physics) 	<p>The members of the committee were informed regarding their inclusion in the “NEP Implementation Cell” of the college.</p>

16/11/2022	<p><u>Resolution-1:</u> It was decided to submit the AQAR 2021-22 latest by 20/12/2022.</p>	The AQAR 2021-22 was submitted.
	<p><u>Resolution-2:</u> The following members are allotted to prepare the AQAR:</p> <ul style="list-style-type: none"> (i) Dr.Jyotirupa Sarma (ii) Mr.Birenchi Kr.Pegu (iii) Dr.Ditee Moni Baruah (iv) Dr.Chanchal Boruah 	The AQAR was prepared by the entrusted members.
25/11/2022	<p><u>Resolution-1:</u> IQAC decided to focus on Capacity Building of students and faculty members. As a part of the programme, College will develop academic exchange programmes with different institutions (like IIST, TISS). For this purpose, a team will be formed.</p>	<ul style="list-style-type: none"> (i) A course on G.I.S was conducted for the students by Dept. of Skill Development and Entrepreneurship in collaboration with the Dept. of Geography. (ii) A workshop on question paper setting was organized for the faculty members in collaboration with Azim Premji University. (iii) An Expression of interest with National Institute of Electronics and Information Technology (NIELIT) was signed on the basis of which four programmes are running. (iv) The members of the team formed to develop academic exchange programme are Dr. Ditee Moni Baruah and Dr. Krishna Kingkar Pathak.
	<p><u>Resolution-2:</u> IQAC discussed about availability of funds for various skill development programmes. The Department of Skill Development and</p>	The Dept. of Skill Development and Entrepreneurship has received funds from Indian Institute of Entrepreneurship (IIE) to conduct various programmes in Collaboration with Institution's Innovation

	<p>Entrepreneurship is required to do the needful.</p>	<p>Council (IIC). The fees taken from the students participating in the different certificate courses conducted by the department acts as a source of fund.</p>
	<p><u>Resolution-3:</u> IQAC advised to draft a proposal to be prepared for developing a well-furnished computer lab with around 200 computers along with webcams and other necessary instruments.</p>	<p>A team has been formed for this purpose with Dr. Bhupali Sharma, Assistant Prof., Department of Physics and Mr. Jitumani Das, Assistant Prof., Department of Mathematics. The draft proposal is being prepared in this regard by the team. An estimate is being prepared to upgrade the computer laboratory by the Finance Committee of the college.</p>
	<p><u>Resolution-4:</u> IQAC discussed about the availability of funds in different heads of North Eastern Council (NEC). will visit the NEC office for the same purpose.</p>	<p>A team comprising of</p> <ul style="list-style-type: none"> • Dr. P.K. Bhattacharyya, Principal,AVC, • Dr.Rahul S. Mazumdar, AssociateProf.,Department of History, • Dr. ManabDeka, Co-ordinator, IQAC • Mr. Jitumani Das, Assistant Prof., Department of Mathematics <p>has been formed for this purpose. The assigned members visited NEC office to discuss the availability of funds.</p>
	<p><u>Resolution-5:</u> Proposal to be prepared for developing LMS (Learning Management System) by 3rd December 2022. Dr. Bhupali</p>	<p>Postponed to the next academic session</p>

	Sharma, Assistant Prof. Department Of Physics is being entrusted with the task.	
	<u>Resolution-6:</u> Proposal to be prepared for FIST programme by 3rd December 2022.	A team has been formed with <ul style="list-style-type: none"> • Dr.Pearl.S. Gogoi, Assistant Prof., Department of Mathematics • Dr. Rajarshi Bayan, Assistant Prof., Department of Chemistry for the said task. The team has prepared the proposal for FIST and duly submitted.
	<u>Resolution-7:</u> Feasibility study of Open and Distance Learning needs to be finalized by Dr. Chanchal Boruah, Assistant Prof., Department of Mathematics.	The feasibility study is ongoing.
	<u>Resolution-8:</u> Proposal needs to be prepared under Micro, Small & Medium Enterprise (MSME) schemes.	For this purpose, <ul style="list-style-type: none"> • Dr. Saurabh P. Sharma, Assistant Prof.,Department of Economics • Dr. Ajoy Kr. Das, Assistant Prof., Department of Botany have been entrusted. The team has prepared some proposals for this purpose. Recently, an MoU was signed with Trinity Fructa Pvt. Ltd.,SRD Group, Mangaldai.
	<u>Resolution-9:</u> IQAC decided to propose to set up a Data Science Department.	The department was established with Dr. M.Deka as the H.o.D.

<p>18/01/2023</p>	<p><u>Resolution-1:</u></p> <p>The IQAC members discussed the inclusion of external members in the cell and the following members were incorporated as per the categories mentioned below:</p> <ul style="list-style-type: none"> (i) Prof. Ashok Kr. Borah, Department of Geography, Gauhati University (Member from the management, Category 3) (ii) Mr. Abani Das (Senior Administrative Officer, Category 4) (iii) Mr. Pradyut Kr. Choudhury, Retd. Chief Engineer, PWD (Nominee from local society, Category 5) (iv) General Secretary, AVCSU (Nominee from students, Category 5) (v) Prof. Hemanta Kr. Sarmah, Department of Mathematics, Gauhati University (Nominee from alumni, Category 5) (vi) Dr. Tapan Dutta, Principal, J.N. College, Boko, Assam (Nominee from Employer, Category 6) (iv) (vii) Dr. Girish Chandra Sarma (Nominee from stakeholder, Category 6) 	<p>The external members were informed and included in the newly formed IQAC Committee.</p>
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	<p><u>Resolution-2:</u> Academic audit of the departments for the session 2021-22 to be prepared.</p>	<p>The departments have prepared and submitted the Academic audit for the session 2021-22.</p>
	<p><u>Resolution-2:</u> Teaching plan for the session 2021-22, 2022-23 and Self-appraisal for the session 2021-22 to be collected from the faculty members.</p>	<p>The teaching plan for the session 2021-22, 2022-23 and Self-appraisal for the session 2021-22 was collected from the faculty members.</p>
	<p><u>Resolution-3:</u> Two special committees headed by the Dean (Academic) to be formed for monitoring the preparation of SSR.</p>	<p>The special committees was formed as given below: Criteria 1-4 to be supervised by Dr. Mousumi Borah, Criteria 5-7 to be supervised by Dr. Rahul S. Mazumdar.</p>
	<p><u>Resolution-5:</u> Both the Dean (Academic) shall attend every IQAC meeting as special invitees</p>	<p>The special invitees were duly informed.</p>
	<p><u>Resolution-6:</u> The following members are appointed as co-ordinators for the preparation of the SSR as per the allotment given below: Chapter I-Dr. Sangeeta Kakoty Chapter II-Dr.SaurabhPranSharma Chapter III- Dr. Monali Saikia Chapter IV- Mr. Jitumani Das Chapter V- Dr. Munin Baruah Chapter VI- Dr.Jyotirupa Sharma</p>	<p>A notification was given by the authority of the college informing the coordinators of all the chapters of the Self Study Reports (SSR).</p>

	ChapterVII- Dr.Ditee Moni Baruah	
	<u>Resolution-7:</u> Members of the IQAC resolved to meet three days a week.	Members of IQAC meet as and when required.
	<u>Resolution-8:</u> A workshop is to be organizedbythe IQAC with regard to the implementation of National Education Policy 2020 (NEP). Dr. Alok Kr. Buragohain, former V.C. Dibrugarh University to be the invited resource person. The workshop is scheduled to be held on any day between 07.02.2023 and 10.02.2023aspertheconvenienceof the speaker.	The workshop was postponed to the next academic session.
	<u>Resolution-9:</u> IQAC resolved to hold regular meetings with the NEP implementation team and monitor their progress.	The meetings are being conducted in this regard.
	<u>Resolution-10:</u> Green Audit shall be done by an external agent annually.	The external agent was entrusted with the responsibility but the report is yet to be submitted.
28/01/2023	<u>Resolution-1:</u> The minutes of IQAC meetings and action taken report besides the NEP Implementation Cell activities to be uploaded in the college website regularly.	The minutes of the IQAC meeting and the action taken report were uploaded in the college website

	<p><u>Resolution-2:</u> Discussion on the first draft of the Course Curriculum structure submitted by the respective departments to be taken up with the Principal for smooth implementation of NEP, 2020.</p>	<p>The first draft of the Curriculum structure submitted by the respective departments were discussed with the Principal</p>
	<p><u>Resolution-3:</u> Interdisciplinary BoS for common courses under NEP, 2020 to be formed.</p>	<p>Interdisciplinary BoS for common courses was formed</p>
	<p><u>Resolution-4:</u> Lateral entry/exit norms to be decided centrally by the admission committee.</p>	<p>Norms are being prepared and will be placed in the academic council meeting when convened.</p>
	<p><u>Resolution-5:</u> Community services for students to be introduced in the field of drug rehabilitation, AIDS, Palliative care etc. in collaboration with relevant institutions. Credits to be earned by students from such community engagement may be as per the UGC Curriculum and Credit Framework 2022. Feasibility study for the same to be conducted by two faculty members</p>	<p>Community services for students were introduced. The students rendered their services in the adopted New Harijan Colony and “Child-Friendly Guwahati”, a project under Snehalaya.</p>
	<p><u>Resolution-6:</u> Academic Calendar to be drafted making provision for summer term as recommended by UGC in its</p>	<p>The Academic Calendar was drafted as per the recommendations.</p>

	curriculum and Credit Framework published on 12.12.2022.	
	<u>Resolution-7:</u> National Higher Education Qualifications Framework (NHEQF) to be studied by the IQAC and its process of implementation in the college.	The study is being done by the IQAC.
	<u>Resolution-8:</u> Formulation of skill courses based on institutional strengths to be discussed in the H.O.D Meeting.	The discussion was conducted on the formulation of skill courses and the Dept. of Skill Development and Entrepreneurship has imparted some skill based certificate courses.
	<u>Resolution-9:</u> Research Development Cell to be constituted as per NEP 2020 and integrated with Intellectual Property Rights(IPR). Dr. Monali D. Saikia to Be teacher-in-charge of the same.	The Cell was constituted as per NEP 2020 but the integration with the IPR is yet to be done.
	<u>Resolution-10:</u> Faculty members are to be encouraged to develop study material.	The faculty members are already developing the study material for the courses.
	<u>Resolution-11:</u> Education Department is to prepare "Pedagogy Module" to address the hierarchical learning as envisaged in NEP,2020.	The preparation of the module is postponed to the next academic session.

	<p><u>Resolution-12:</u> To develop a conducive research ecosystem the faculty members are to be encouraged to take up research activities. Further, the college authority is to facilitate signing of MOUs with knowledge institutions and professional organizations. The matter is to be placed in the HODs meeting. The Research Cell members are to be a part of the same.</p>	<p>To encourage the faculty members to take up research work, the college has constituted the Institutional Research Grant (IRG) under the Research Cell. Moreover, MoUs have been signed with various institutions for academic and professional collaborations.</p>															
	<p><u>Resolution-13:</u> Green Audit (external) to be prepared. The college infrastructure is to be developed in compliance with the Green Building concept.</p>	<p>The college authority aims to construct the new building (Block D) in compliance with the Green Building concept.</p>															
	<p><u>Resolution-14:</u> The IQAC resolved to celebrate the following National/International Days/Dates in collaboration with the Departments/Cells given below:</p> <table border="1" data-bbox="370 1325 857 1877"> <thead> <tr> <th>Date</th> <th>Event</th> <th>Dept/Club/Cell</th> </tr> </thead> <tbody> <tr> <td>25th Jan</td> <td>National Voters' Day</td> <td>Pol. Sc. Dept.</td> </tr> <tr> <td>1st Feb</td> <td>Kalpana Chawla's Death Anniversary</td> <td>PhysicsDept.</td> </tr> <tr> <td>2nd Feb</td> <td>World Wetlands Day</td> <td>ZoologyDept.</td> </tr> <tr> <td>4th Feb</td> <td>World Cancer Day</td> <td>NSS</td> </tr> </tbody> </table>	Date	Event	Dept/Club/Cell	25 th Jan	National Voters' Day	Pol. Sc. Dept.	1 st Feb	Kalpana Chawla's Death Anniversary	PhysicsDept.	2 nd Feb	World Wetlands Day	ZoologyDept.	4 th Feb	World Cancer Day	NSS	<p>The aforementioned National/International Days/Dates were celebrated by organizing various awareness programmes/talk /seminar/workshop/community services by IQAC in collaboration with the respective Departments/Cells.</p>
Date	Event	Dept/Club/Cell															
25 th Jan	National Voters' Day	Pol. Sc. Dept.															
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4 th Feb	World Cancer Day	NSS															

	7 th Feb	Safe Internet Day	ComputerCell
	12 th Feb	Darwin Day	BotanyDept.
	21 st Feb	Mother Languag e Day	PanditGiridhar Sar ma MemorialTrust
	22 nd	World	NCC
	Feb	Scout Day	
	28 th Feb	National Science Day	Science Club
	3 rd Marc h	World Wildlife Day	ZoologyDept.
	4 th Marc h	National Safety Day	Disaster Management Cell
	14 th Marc h	Pi Day	Mathematics Dept
	14 th Marc h	Einstein Day	PhysicsDay
	22 nd Marc h	World Water Day	EcoClub
	27 th Marc h	World Theatre Day	Celebrationand Cultural Committee
	7 th April	World Health Day	NSS
	22 nd Marc h	World Earth Day	Geography Dept.
	26 th April	World Intellectu al Property Day	IPR Cell
	31 st May	Anti- Tobacco Day	NCC

	3 rd June	World Bicycle Day	EcoClub
	5 th June	World Environ ment Day	EcoClub
	14 th June	World Blood	NCC
		Donor Day	
	26 th June	Internati onalDay against Drug Abuse and Trafficki ng	NSS/Communi tyDevelopent Cell
	12 th Aug	Internati onal Youth Day	NSS
	19 th Aug	World Photogra phyDay	Photography Club
	8 th Sep	World Literacy Day	LiteracyCell
	14 th Sep	Hindi Day	Hindi Dept.
	13 th Oct	UN Internati onalDay for National Disaster Reductio n	Disaster Management Cell
	26 th Nov	Constitut ion Day	Pol. Sc. Dept.
	1 st Dec	World AIDS Day	Red Ribbon Cell

	2 nd Dec	World Compute rLiteracy Day	ComputerCell	
	3 rd Dec	Internati onalDay ofPeople with disabiliti es	Dept.of Disability Studies	
	10 th Dec	Human Rights Day	HistoryDept.	
	22 nd Dec	National Mathema tics Day	Mathematics Dept.	
30/01/2023	<u>Resolution-1:</u> Imparities detected in the distribution of credits in the Model Framework for UG and PG Programmes based on Office Memorandum no. AHE.156/2022/4andUGC Curriculum Framework for UG Programme, 2022 to communicated to the Department of Higher Education (DHE). Detailed discussion on the aforementioned Model Framework to be held later after consulting the DHE.			Imparities in the aforementioned OM informed to DHE director and the DHE director responded with a letter stating that the OM is suggestive and the college being an autonomous institution can frame its own credit structure.
	<u>Resolution-2:</u> Interdisciplinary Board of Studies (BoS) to be formed.			The Interdisciplinary BoS is already formed.
	<u>Resolution-3:</u> Bloom’s taxonomy to be followed in Teaching, Learning and Evaluation.			A workshop on question papersetting for the faculty members was organized based on Bloom’s taxonomy.

<p>11/02/2023</p>	<p><u>Resolution-1:</u> The assigned teachers are to work in consultation with the NEP Cell and monitor the areas to be covered for preparing the SSR and give suggestion accordingly.</p>	<p>The assigned teachers and the NEP Cell duly monitored the preparation of the SSR with valuable suggestions.</p>
	<p><u>Resolution-2:</u> Feedback format from employers of the alumni of the college to be developed.</p>	<p>Feedback is being collected from the employers.</p>
<p>21/03/2023</p>	<p><u>Resolution-1:</u> Celebration of ‘Azadi Ka Amrit Mahotsav’: The Principal in discussion with the members of IQAC present, decided to celebrate ‘Azadi Ka Amrit Mahotsav’ by organizing awareness programme/ seminar/talk etc.for the students and faculty members on the various topics given by Ministry of Culture, Government of India.</p> <ol style="list-style-type: none"> 1. In the category of ‘Health and Wellness’, Dr. Anuradha Baroowa was given the responsibility to organize an awareness programme among the students. Under this category, a Yoga Camp shall also be organized with the help of Dr. Sipra Paik, convener of Yoga Cell of the college. 2. World Water Day to be celebrated on 22.03.2023.On this day, a lecture is to be delivered by Daisy Rani Hazarika. 	<p>The ‘Azadi Ka Amrit Mahotsav’ was celebrated by the college with the organization of various awareness programme/seminar/talk for both the students and faculty members, in pursuance of topics given by Ministry of Culture, Government of India.</p>

	<ol style="list-style-type: none"> 3. Dr. Rupmala Barman shall deliver a lecture on ‘Women and Child’, tentatively on the last week of March. 4. Dr. Rahul S. Mazumdar shall deliver a lecture on ‘Cultural Pride’ after the Bihu vacation. 5. Dr. Mousumi Borah shall deliver a talk on ‘Atma Nirvar Bharat’ after the Bihu holidays. 6. Mr. Udipta Talukdar shall deliver a lecture on ‘Inclusive Development’ in the first week of May. 7. Talk on ‘Tribal Empowerment’ to be delivered by Dr. Jyotirupa Sarma in the second week of May. 8. In the first week of August, a lecture on ‘Unity’ will be delivered by Dr. Saurabh Pran Sarma and 9. Another talk on ‘Sustainable Development’ will be delivered by Dr. Shrutidhara Kashyap 	
	<p><u>Resolution-2:</u> Feedback from all stakeholders and Student Satisfactory Survey for the session 2022-23 shall be carried out after Bihu (after 17.04.2023)</p>	<p>The Feedback from all stakeholders and Student Satisfactory Survey was carried out in the given period.</p>
	<p><u>Resolution-3:</u> An ‘Academic Audit’ committee shall be formed to carry out academic audit of the college in</p>	<p>The formation of the Academic Audit committee is in-process.</p>

	consultation with the Academic Advisor of the college.	
	<u>Resolution-4:</u> All the activities/events of the college held in each academic session shall be compiled in the form of a book.	Each and every activities/events of the college in an academic session are uploaded periodically in the college website. Moreover, efforts are being made to make a hard-bound compilation of the same.
16 – 05 – 23	<u>Resolution-1:</u> As the syllabi were approved by the BoS of the different departments, they can be uploaded in the college website. A meeting will be held with the HoDS to discuss the implementation of the new syllabi.	The NEP implementation cell together with the Member Secretary, Academic Council has uploaded the syllabi in the college website.
	<u>Resolution 2</u> It was decided that the class routine for the session 2023 – 24 will be made by the earlier routine committee headed Mr. Birenchi Pegu in collaboration with “NEP implementation cell”	Mr. Birenchi Pegu was informed and accordingly the class routine for the academic session 2023 -24 has been framed



Co-ordinator, IQAC