

ACTION TAKEN REPORT
OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
YEAR: 2018-19 TO 2022-2023



CHHAMARIA ANCHALIK COLLEGE
P.O. CHHAMARIA, DIST- KAMRUP, ASSAM (INDIA)
PIN- 781136

ACTION TAKEN YEAR WISE

General meeting of IQAC was held on 14/12/2021

Resolution:

Reconstruction of IQAC.

Action taken:

IQAC was constituted as per UGC guide lines. The IQAC structure was done as under-

Chairperson:	P.K. Dev Nath, Principal
Co-ordinator:	Dr. Jamal Uddin Ahmed
Asst. Co-ordinator:	Shah Alom
Members:	Nurul Islam
	Abdus Salam
	Dr. Eusub Hussain
	Jayanta Kumar
	Dr. Lohit Rabha
	Azizul Hoque
	Gunada Das
	Monowara Khatun
	Dhireswar Das
	Dr. Ranjit Baishya (G.B. Representative)
	Circle Officer, Chamaria Revenue Circle
	M & H.O., Chhamaria State Dispensary
	Bipul Khatoniar (Entrepreneur)
	Narottam Bharali (Representative of Local Society)
	Hitesh Bayan (Alumni Member)
	Secretary, Students' Union Body

Oath taking meeting was held on 22/12/2021.

Action taken:

Oath taking was done. Respected president, Governing Body of the college was invited and the session was conducted.

IQAC executive Meeting was held on 30/12/2021.

Resolutions and its actions were taken as under-

Resolution No. 4.1:

The house of the meeting has resolved that academic calendar of the year 2022 is to be prepared soon after Gauhati University displays it.

Action taken:

Academic Calendar was prepared.

Resolution No 4.2:

The house of the meeting has resolved that the teaching plans for the Even Semester are likely to be completed by the beginning of the semester in 2022. After completion, the same is to be submitted to the IQAC within 15 days of its completion.

Action taken:

All teachers prepared their lesson plans in time.

Resolution No 4.3:

It is resolved that faculty profile of each incumbent is to be submitted to IQAC within one month from the date of notification.

Action taken:

All teachers submitted their lesson plans in time.

Resolution No.5.1:

The house today has resolved t6hat “A Workshop Programme on 7 Criterion of NAAC” will have to be organized by IQAC by the first week of February/2022.

Action taken:

The programme was organized on 06/02/2022.

Resolution No. 5.2:

It is also resolved that 2/3 resource persons for the concern are to be invited and for this, respected principal and IQAC co-ordinator are entrusted to execute the invitation.

Action taken:

- Three respected resource persons were invited in this programme:
 1. Dr. Mahananda Bora, Principal, Mayang Anchalik College, Mayang, Morigaon, Assam.
 2. Prof. Manab Barkakati, co-ordinator of IQAC, Dimoria College, Khetri, Assam.

3. Dr. S. A. Iman Choudhury, Associate Professor, Dimoria College, Khetri, Assam.

- The faculty members of three neighbouring colleges were invited. Teaching staff of this college participated in the programme.

Resolution No. 6.1:

Today the house has resolved that various cells under IQAC are likely to be reconstructed soon and this task is to be taken under authority of IQAC chairperson.

Action taken:

Various cells under IQAC were reconstructed.

IQAC executive meeting was held on 09/02/2022

Resolutions were taken on the day as under-

Resolution No. 4.1:

The house of the meeting has resolved that a lecture programme on women empowerment is to be organized within the mid part of February/2022.

Action taken:

Women empowerment programme was held on.....

Three respected resource persons were invited to this programme.

Resolution No. 4.2:

It is resolved that International Mother Language Day will be organized on 21.02.2022.

Action taken:

Mother Language Day was held on.....

Resolution No. 4.3:

The house of the meeting has decided that 'Alumni Meet' is to be conducted in the last part of February, 2022.

Action taken:

Alumni Meet was held on 27th February/ 2022.

Resolution No. 4.4:

Today all the members agree that a programme on

"File documentation for NAAC Accreditation" is to be instituted under IQAC within the first part of March, 2022.

Action taken:

The programme was held on 9th March/ 2022 in the college.

Resolution No. 4.5:

The house has resolved that for all these programme, Chairperson and IQAC Co-ordinator are taken entrust to execute.

Action taken:

Two respected resource persons were invited. 1. Dr. Ranjit Baishya, Associate professor, J.N. College, Boko, and 2. Dr. Ganeswar Saharia, Retired principal, Hekra Higher Secondary School, Hekra.

Resolution No. 5.1:

The house has resolved that all faculty members will have to prepare their allotted lesson-plans and the same are likely to be submitted to IQAC within 15 days through Head of each Department on Even semester.

Action taken:

Lesson plans were prepared and submitted to IQAC.

Resolution No. 6.1:

It has been resolved that library (Central) of the college is to be digitalized immediately within the month of May, 2022 for the betterment of students.

Action taken:

Soul-3.00 was installed for library automation.

Executive meeting of IQAC was held on 14/05/2022.

Resolution No. 6.1:

It is resolved that each faculty is likely to prepare his/her lesson plan in odd semester and same is to be submitted to IQAC through Head of each department within first part of August/2022.

Action taken:

Lesson plans of odd semester were prepared and submitted to IQAC.

Resolution No. 7:

The house has resolved to celebrate World Environment Day at college with various items in connection to it on 5th June/2022.

Action taken:

World Environment Day was observed with programme.

Resolution No. 8.1:

The house of the meeting has resolved that College Foundation Day will be observed on 12th August/2022.

Action taken:

College Foundation Day was celebrated on 12th August/ 2022.

Executive meeting of IQAC was held on 24/09/2022.

Resolution No. 5.1:

Today the house has resolved that all department field trips/tours are taken in time to earn knowledge and condition to fulfill prior to their (Students) examination.

Action taken:

Trips were done as per schedule.

Executive meeting was held on 16/11/2022.

Resolution No. 4.1:

The house has resolved that 400th birth anniversary of Bir Lachit Borphukan will be celebrated as per instructions given by Government of Assam.

Action taken:

Birth anniversary of Bir Lachit Borphukan was observed with programmes as per direction of Government of Assam.

Resolution No. 4.2:

Today the house in the meeting has resolved that Department of History is entrusted to observe Bir Lachit Divas (400th birth anniversary)

Action taken:

Department of History was convened to organize the programme.

Resolution No. 4.3:

It is decided that Dr. Eusub Hussain, Head of Department of History is appointed as nodal teacher to upload essay templates.

Action taken:

Appointment was issued to the Head of Department of History.

Resolution No. 5:

In agenda No.5, the house has decided after threadbare discussion that each faculty members is likely to prepare Lesson Plan prior to commencement of even semester in 2023 and accordingly same is likely to submit in IQAC in time.

Action taken:

Lesson plans were prepared and submitted to IQAC.

Executive meeting was held on 21/01/2023.

Resolution No. 4.1:

Today the house has resolved that Green Audit/ Energy Audit are to be done soon and it is entrusted to the authority of the principal of college.

Action taken:

Green/Energy Audits were done.

Resolution No. 5.1:

The house of the meeting has settled up that National Voters Day is to be observed on 25-01-2023 and its functioning authority is to be given to the Electoral Literacy club of our college.

Action taken:

National Voters Day was organized in college.

Resolution No.6.1:

In agenda No. 6, it is resolved that each faculty member is requested to be very careful to maintain sound environment in teaching-learning situation as well as off period of students within the college campus.

Action taken:

Executive meeting was held on 03/06/2023

Resolution No. 4.1:

Today the house has resolved that LMS is likely to introduce in the academic education of the college within the month of August/2023. For this, respected Principal is entrusted to contact with S.S. Technology to launch LMS.

Action taken:

Process was in progress.

Resolution No. 5.1:

It is resolved in the house that the workshops on IPR and Research Methodology are to be held in the month of June, 2023.

Action taken:

Workshops on IPR and Research Methodology were organized as per resolution.

Resolution No. 5.2:

The house has agreed that resource persons for IPR and Research Methodology are to be invited after immediate communication and due date (s) for IPR and Research Methodology as are to be scheduled as per their consent. For this, respected principal and co-ordinator of the IQAC are entrusted.

Action taken:

Principal and IQAC co-ordinator initiated and executed the programme to invite resource persons.

Resolution No. 5.3:

The house has resolved that neighbouring colleges are likely to invite as participants to the programme.

Action taken:

Neighbouring colleges were invited to participate the programme.

Resolution No. 5.4:

It is resolved that respected principal is vested to form several sub-committees under IQAC for smooth functioning of the programme.

Action taken:

Seven sub-committees were formed to complete the programmes.

Resolution No. 6.1:

The house is agreed to sanction package of budget for the workshops as per availability of fund position of the college and this is completely entrusted to the authority of the principal.

Action taken:

Respected principal allotted a package of fund to expend for the programmes.

