

CHHAMARIA ANCHALIK COLLEGE

P. O. Chhamaria, District- Kamrup, State- Assam (India), PIN-781136

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FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6

Governance, Leadership and Management

6.5.2. Quality assurance initiatives of the institution include

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Action Taken Report by IQAC

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

ACTION TAKEN REPORT
OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
YEAR: 2014-15 TO 2021-2022



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

ACTION TAKEN YEAR WISE

1. General meeting of IQAC was held on 14/06/2014

Resolution:4 &5:

Formation 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:	Shah Alom
Members:	Nurul Islam
	Abdus Salam
	Jamal Uddin Ahmed
	Eusub Hussain
	Jayanta Kumar
	General Sesretary
	(Students Union)
	Dr. D. N. Goswami
	(External Member, Principal
	J.N. College, Boko)
	Dr. G. Saharia
	(External Member, Secretary,
	B.Ed. College, Boko)
	Amrit Kumar Kalita
	(External Member, Senior Assistant,
	Chhamaria Anchalik College.

2. General meeting of IQAC was held on 23/06/2014

Resolution:4

Oath taking of IQAC .

Action taken:

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

3. IQAC executive Meeting was held on 13/08/2014.

Resolution No. 4.1:

The house of the meeting has resolved that renewed class routine of the year 2014-15 is to be prepared as soon as possible.

Action taken:

Renewed class routine is prepared on due time.

Resolution No 4.2:

The house of the meeting has resolved that renewed departmental class routine of the year 2014-15 is to be prepared as soon as possible.

. Action taken:

Renewed departmental class routine is prepared on due time.

Resolution No 4.3:

The house of the meeting has resolved Academic calendar of the college of the year 2014-15 is to be prepared as soon as possible.

Resolution No 4.4:

The house of the meeting has resolved Departmental Academic calendar of each department of the year 2014-15 is to be prepared as soon as possible.

4. IQAC executive Meeting was held on 03/11/2014.

Resolution No 4:

The house of the meeting has decided to complete the course of all departments before commencement of odd semester final examination.

Action taken:

All the department has completed their respective course on due time.

5. IQAC executive meeting was held on 10/02/2015

Resolution No. 4.1:

The house of the meeting has resolved that renewed class routine for even semester is to be prepared as soon as possible.

Action taken:

Renewed class routine is prepared on due time.

Resolution No 4.2:

The house of the meeting has resolved that renewed departmental class routine for even semester is to be prepared as soon as possible.

Action taken:

Renewed departmental class routine is prepared on due time.

Resolution No 4.3:

The house of the meeting has resolved Academic calendar of the college for even semester is to be prepared as soon as possible.

Resolution No 4.4:

The house of the meeting has resolved Departmental Academic calendar of each department for even semester is to be prepared as soon as possible.

6. Executive meeting of IQAC was held on 23-02-15.

Resolution No. 4.1:

Today the house has resolved that GDA grant sanctioned by UGC NERO to our college a sum of Rs 10 Lac will be utilize for purchasing books and journals, equipment for education laboratory,

computer and accessories, repairing of digital generator, book shelves for stacking books, steel almirah for storing equipments, fridge and water purifier.

Action taken:

College has utilized GDA grant provided by UGC NERO in the heads as specified in the above resolution.

7. Executive meeting of IQAC was held on 03-05-2016.

Resolution No. 4.1:

The house has resolved that a basket ball field and composite playground should be constructed by using government grants provided for the same.

Action taken:

Basket ball field and composite playground is constructed on due time.

8. Executive meeting of IQAC was held on 10-08-2016.

Resolution No. 4.1:

Today the house has resolved that all heads are responsible to prepare lesson plan for Odd semester classes as soon as possible.

9. Executive meeting of IQAC was held on 30-06-2017.

Resolution No. 4.1:

Today the house has resolved that digital college management system will be introduced at Chhamaria Anchalik College very soon.

Action taken:

Digital college management system is introduced on due time.

Resolution No. 4.2:

It is resolved in the house that Krishna Kanta State Open University (KKHSOU) study centre will be opened from the current academic session

Action taken:

Krishna Kanta State Open University Study centre is introduced from this academic session.

Resolution No. 4.3:

The house has agreed that a current A/C of the college will be opened at SBI, Boko branch very soon.

Action taken:

College has opened Current A/C at SBI, Boko branch.

Resolution No. 4.4:

The house has resolved that contractual appointment lecturer in the department of Economics and Philosophy will be provided for odd semester classes.

Action taken:

College has appointed contractual lecturer in the department of Economics and Philosophy for odd semester.

10. Executive meeting was held on 17/08/2017.

Resolution No. 4.1:

Today the house has resolved that all heads are responsible to prepare their departmental class routine, lesson plan for Odd semester classes as soon as possible.

Action taken:

Departmental class routine has prepared by each department.

11. Executive meeting was held on 07/10/2017.

Resolution No. 4.1:

Today the house has resolved that Wifi connection with Airtel network will be installed as soon as possible.

Action taken:

Wifi connection with Airtel network has installed at college campus.

12. Executive meeting was held on 02/03/2018

Resolution No. 4.1:

Today the house has resolved that college will follow new admission policy as frame worked in this meeting as per government regulation from next academic session.

Action taken:

College has prepared new admission policy as per govt. regulation and following the new admission policy.

Resolution No. 4.2:

Today the house has resolved that department of Assamese will organize a workshop on literature within two months.

Action taken:

Department of Assamese has organized workshop on literature on dated 12-03-2018

13. Executive meeting was held on 05/04/2018

Resolution No. 4.1:

Today the house has resolved that each department will prepare their documentation work related to SSR preparation.

14. Executive meeting was held on 08/08/2018

Resolution No. 4.1:

Today the house has resolved that each departmental heads are responsible for taking students feedback of their respective department.

15. Executive meeting was held on 24/05/2019

Resolution No. 4.1:

Today the house has resolved that each departmental heads are responsible for preparing course completion certificate within the period of this semester.

16. Executive meeting was held on 17/08/2019

Resolution No. 4.1:

Today the house has resolved that construction committee will be formed within a very short period of time.

Action taken:

Construction committee is formed.

Resolution No. 4.2:

The house has resolved that proposed work plan for utilization of govt. funds for infrastructural development of college will be prepared very soon.

Action taken:

Work Plan for utilization of govt. fund for infrastructural development has prepared.

Resolution No. 4.3:

The house has resolved that ongoing infrastructural work funded by UGC from the own source of college / alternative sources will be completed within this financial year.

Action taken:

College has completed ongoing infrastructural work funded by UGC from alternative sources.

17. Executive meeting was held on 27/08/2019**Resolution No. 4.1:**

Today the house has resolved that a day one FDP will be conducted on 03-09-2019. The theme of the FDP is Procedure of NAAC preparedness. House has selected to invite Dr. Dhiresh Chakrabarty, IQAC Coordinator, B. P. Chaliha College, Kamrup, Assam as resource person for the same.

Action taken:

FDP is conducted on due date and resource person was Dr. Dhiresh Chakrabarty, IQAC Coordinator, B. P. Chaliha College, Kamrup, Assam

18. Executive meeting was held on 30/08/2019**Resolution No. 4.1:**

Today the house has resolved that each departmental head is responsible to prepare teaching, learning and evaluation procedure of their respective department.

19. Executive meeting was held on 02/09/2019**Resolution No. 4.1:**

Today the house has resolved that each department will prepare the necessary procedure for implementation of students mentoring Programme.

Action taken:

Each department has implemented students mentoring programme.

20. Executive meeting was held on 25/09/2019**Resolution No. 4.1:**

Today the house has resolved that as per direction of the govt. of Assam, college will arrange Fit India Plugin Run on 02-10-2019 (on the day of Gandhi Jayanti to Honour father of nation) from Chhamaria Anchalik College to Chhamaria Bus Stoppage.

Action taken:

Ass per direction of the govt. of Assam, college has arranged Fit India Plugin Run on 02-10-2019 (on the day of Gandhi Jayanti to Honour father of nation) from Chhamaria Anchalik College to Chhamaria Bus Stoppage.

21. Executive meeting was held on 21/10/2019**Resolution No. 4.1:**

Today the house has resolved that Annual Lecture Programme will be organized by deptt. of Education, Chhamaria Anchalik College on dated 31-10-2019. .

Action taken:

Annual Lecture Programme has organized by deptt. of Education, Chhamaria Anchalik College on dated 31-10-2019.

22. Executive meeting was held on 17/12/2019**Resolution No. 4.1:**

Today the house has resolved that *Saralatar Din* (Day of Simplicity) will be organize by deptt. of Assamese, Chhamaria Anchalik College on dated 02-01-2020 on the occasion of birth day of Dr. Upen Rabha Hakacham, Professor, Deptt. of Assamese, Gauhati University

Action taken:

Saralatar Din (Day of Simplicity) has organized by deptt. of Assamese, Chhamaria Anchalik College on dated 02-01-2020 on the occasion of birth day of Dr. Upen Rabha Hakacham, Professor, Deptt. of Assamese, Gauhati University.

23. Executive meeting was held on 17/03/2020**Resolution No. 4.1:**

Today the house has resolved that an awareness programme in collaboration with NSS Cell, Chhamaria Anchalik College will be organized at Kahibari village on the protection and prevention measurement of Covid-19.

Action taken:

Awareness programme in collaboration with NSS Cell, Chhamaria Anchalik College has organized at Kahibari village on the protection and prevention measurement of Covid-19 on 18-03-2020.

24. Executive meeting was held on 03/08/2020

Resolution No. 4.1:

Today the house has decided to provide online teaching to students during Covid-19 period using different online platforms like Zoom, WhatsApp etc.

Action taken:

All the department of the college has under taken online teaching during covid-19 period.

Resolution No. 4.2:

The house has decided to arrange webinars on by the Deptt. of Assamese, Economics, Education, History, Women Cell during Covid-19 period.

Action taken:

Departments and Cell of Chhamaria Anchalik College as stated in above resolution has organized National and International Webinars as stated below.

Sl No	Department	Date	Topics
1	Deptt. of Assamese in Association with Assam College Librarians' Association	08-08-2020	National Webinar on "Life and Philosophy of Sankardeva".
2	Deptt. Assamese in Association with Assam College Librarians' Association	22-08-2020	International Webinar
3	Deptt. of Economics in collaboration with IQAC, Chhamria Anchalik College	27-08-2020	International Webinar on "Liberalized Trade Policy with State Commitment to Growth: Case of India and Bangladesh.
4	Deptt. of History in collaboration with IQAC, Chhamria Anchalik College	19-09-2020	International Webinar on "Contribution of Rabindranath Tagore on Socio Economic and Cultural Life in India and Bangladesh.
5	Women Cell, Chhamaria Anchalik College and Assam	03-08-2020	National webinar on "The contemporary online Education System

	College Librarians' Association.		in the context of rural Areas: Challenges and Possibilities.
6	Deptt. of Education in Association with Assam College Librarians' Association	14-08-2020	National Webinar on "National Education Policy: 2020: Issues and Prospects in Higher Education.
7	Women Cell, Chhamaria Anchalik College in Association with Assam College Librarians' Association	24-08-2020	National Webinar on Womens' Empowerment and Gender Equality Issues in the Social Context.

Resolution No. 4.3:

The house has decided to prepare plan estimate of Rs 1 crore funded by the govt. of Assam by the college authority.

Action taken:

The college authority has prepared plan estimate of Rs 1 crore funded by the govt. of Assam.

Resolution No. 4.4:

The house has decided to spend Rs 1 Lakh funded by govt. of Assam for providing sanitary facilities for girls' students.

Action taken:

The college authority has spent Rs 1 Lakh funded by govt. of Assam for providing sanitary facilities for girls' students.

25. Executive meeting was held on 15/11/2021

Resolution No. 4.1:

The house has decided to approve departmental Promotion committee report for Senior Scale of pay for Dr. Gitika Das, Dr. Lohit Rabha, Dhireswar Das, Dr. Jamal Uddin Ahmed and Shah Alom, Assistant Professor, Chhamaria Anchalik College.

Action taken:

Departmental Promotion committee report for Senior Scale of pay for Dr. Gitika Das, Dr. Lohit Rabha, Dhireswar Das, Dr. Jamal Uddin Ahmed and Shah Alom, Assistant Professor, Chhamaria Anchalik College has approved.



Principal cum chairperson of IQAC

Principal
Chhamaria Anchalik College



Co-ordinator of IQAC

CO-Ordinator
IQAC
Chhamaria Anchalik College

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: 2021-22

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, Chhamaria 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 that "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 21/02/2022

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.

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:

Three 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.


Principal cum chairperson

Principal
Chhamaria Anchalik College


IQAC co-ordinator

CO-Ordinator
IQAC
Chhamaria Anchalik College