

## ACTION TAKEN REPORT OF THE MEETING HELD ON 7-12-2018

RESOLUTION	ACTION TAKEN
<p><b>Resolution No. 1</b> The IQAC activity calendar prepared by Sanjay Kr. Saikia and Sontosh Kr. Sarma was approved and finalized by the IQAC unanimously. It was resolved to adhere to the calendar diligently</p>	Activity Calendar of IQAC followed
<p><b>Resolution No. 2</b> The Academic calendar of the session 2018-19, prepared by Dr. Shanti Thapa and Dr. Sikha Saikia, has been approved by the IQAC with minor modifications. It was resolved that the observance of Important National Days be included in the academic calendar after consultation with the various departments.</p>	Observance of Important National Days to be included in the next Academic Calendar (2019-20).
<p><b>Resolution No. 3</b> It was resolved that the website of the college be immediately updated and upgraded. Further, the IQAC also entrusted the following members of the faculty the responsibility for the same:</p> <ul style="list-style-type: none"> <li>• Dr. Sikha Saikia</li> <li>• Dr. Dipankar Talukdar</li> <li>• Dr. Manoj Das</li> <li>• Teacher-in-charge of the Dept of Computer Science</li> </ul>	Members given the responsibility for updating content on the website are working on it in a diligent manner. The website is in the process of being updated.
<p><b>Resolution No. 4</b> The coordinator of IQAC informed the members of the cell about the progress relating to the submission of AQARs for the sessions 2015-16, 2016-17 and 2017-18. It was resolved that the coordinator be authorised to submit the AQAR, as and when prepared before 31<sup>st</sup> December, 2018</p>	AQARs for the session 2015-16, 2016-17 and 2017-18 submitted to NAAC on 26-12-2018.
<p><b>Resolution No. 5 (a)</b> The Principal and the Coordinator, IQAC have been requested to hold meetings with each department for discussion relating to Departmental activities.</p> <p style="padding-left: 40px;"><b>(b)</b> Dr. Malabika Sarma and Triveni Choudhury have been given the responsibility to take feedback from final semester students, preferably in the month of February according to new NAAC Guidelines.</p> <p style="padding-left: 40px;"><b>(c)</b> The IQAC Coordinator has been requested to submit an application relating to budget</p>	<p>(a) Formal meetings with the departments have not been held so far.</p> <p>(b) Feedback From Students taken, analysed and submitted to the Principal for further action by Dr. Malabika Sarma and Triveni Choudhury</p> <p>(c) Not yet Done</p>

allocation and financial assistance to teachers for attending seminars, etc to the Principal for subsequent approval of the Governing Body.	
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Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC