


ACTION TAKEN REPORT

INTERNAL QUALITY ASSURANCE CELL (IQAC)



KAMARBANDHA COLLEGE
GOLAGHAT, ASSAM-785625


Principal
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PO K.B. Ali, Golaghat


Coordinator, IQAC
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Action Taken Report of IQAC

(2017-18 to 2021-22)

SL. NO.	Resolution	Action Taken
<p>1. IQAC meeting No -1 Date: 26. 12. 2017</p>	<p>Resolution No.1. Resolved that the whole responsibility of the programme on CDC's visit shall be given to the faculty member, Mr. Paresh Kalita and Mr. Jayanta Madhab Bora.</p>	<p>Res.1: CDC visit programme have been successfully completed.</p>
	<p>Resolution No.2. Resolved that on the occasion of the Establishment Day, a book fair and exhibition shall be organized and the college week to be conducted from 06.02.2018 to 10. 02.2018.</p>	<p>Res. 2: Book fair and exhibition have been organized.</p>
	<p>Resolution No 3. Resolved that for quality improvement seminar, workshop, co-curricular activities are to be organized continuously</p> <p>Resolution No. 4. Resolved to constitute different cells and committees.</p>	<p>Res.3: A seminar on Gender Equality was organized by women cell in collaboration with IQAC .</p> <p>Res.4: Different cells and committees have been constituted.</p>
<p>IQAC meeting No -2 Date: 31.05.2018</p>	<p>Resolution No 1: Resolved that all the teaching and non-teaching staff members participate actively in various activities of the college.</p> <p>Resolution No 2: Resolved that the newsletter of the college is to be published yearly. The responsibility is given to the IQAC Coordinator regarding publication on the newsletter.</p> <p>Resolution No 3: Resolved that a staff meeting shall be called regarding CAS promotion of the teachers.</p>	<p>Res.1: Participate actively.</p> <p>Res. 2: Efforts have been made to prepare News Letter.</p> <p>Res.3: A staff meeting has been organized regarding CAS promotion.</p>
<p>IQAC meeting No -3 Date- 07/01/2019</p>	<p>Res. No 1- Resolved that a campus drive shall be organized for the outgoing students and the responsibility has been given to Assistant Professor Barnali Baruah,</p>	<p>Res. 1: Reliance Jio Campus Drive was organized.</p>


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	<p>Convenor of placement cell.</p> <p>Res. No 2- Resolved to make MOU with Kamarbandha H.S. School .</p> <p>Res.No 3-Resolved tha a one day workshop on NAAC shall be organized and responsibility has been given to the IQAC Coordinator to conduct and invite a resource person for the same.</p> <p>Res No 4- Resolved that registration of NSS shall be done and Mrs. Barnali Baruah would take initiative in this regard</p>	<p>Res. 2: MoU with KBHSS have been made.</p> <p>Res. 3 : One Day workshop on NAAC was organized.</p> <p>Res. 4: The registration process is going on.</p>
<p>IQAC meeting No -4</p> <p>Date- 08/08/2019</p>	<p>Res. No 1 – Resolved the minutes of the last meeting held on 07/ 01/ 2019</p> <p>Res. No 2- Resolved that a community development programme shall be organized at the initiative of the Community Development Committee.</p> <p>Res. No 3- Resolved to give the responsibility to the Research and Extension Cell and Career Counseling and Guidance Cell to organize programmes related to the cell.</p> <p>Res No 4- Resolved that a Sub-Committee of IQAC shall be formed on the basis of NAAC seven criterion</p>	<p>Res. 1: The last meeting minutes have been passed.</p> <p>Res.2: Community development programme was organized.</p> <p>Res.3: Programmes were organized.</p> <p>Res.4: A sub committee of IQAC have been constituted.</p>
<p>IQAC meeting No -5</p> <p>Date- 07/12/2019</p>	<p>Res. No 1- Resolved that Mrs. Barnali Baruah, department of English and Jayanta Madhab Borah, department of Political Science have been given the responsibility of assistant coordinators of IQAC.</p> <p>Res. No 2- Resolve that a Thrift and Credit Society be formed and the president and secretary of this society will be Mr. Rajib Kalita , department of History and Mr. Nabajyoti Mahanta, department of Economics respectively</p>	<p>Res. 1: Assistant coordinators have been appointed.</p> <p>Res.2: Thrift and credit societies have been formed.</p>
<p>IQAC meeting No -6</p> <p>Date- 19/03/2020</p>	<p>Res. No 1- Resolved that an awareness programme on Covid-19 is to be conducted in the nearby villages around the college.</p> <p>Res. No 2- Resolve that the college authority will bear the expenditure</p>	<p>Res. 1: Programme was organized.</p> <p>Res. 2: College authority have</p>

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	for distribution of masks and sanitizers to the village people	given the necessary items for distribution.
IQAC meeting No -7 Date- 29/06/2020	<p>Res. No 1- Resolved that National or International webinar shall be organized.</p> <p>Res. No 2- Resolve that offline classes are to be stopped until a new SOP from Govt. of Assam is out.</p> <p>Res. No 3- Resolved that the online classes shall be continued for academic development of the students.</p> <p>Res. No 4- Resolved that the computer teacher, Mr. Anupom Baruah shall be given the responsibility of online classes. Mr. Debajyoti Goswami and Jayanta Madhab Borah shall prepare the routine of online classes</p>	<p>Res.1 : National webinars were organized.</p> <p>Res. 2: Offline classes was stopped.</p> <p>Res.3: Online classes have been started.</p> <p>Res. 4: All have done accordingly.</p>
IQAC meeting No -8 Date- 01/12/2020	<p>Res. No 1- Resolved that Debajyoti Goswami and Barnali Baruah shall be teachers' representatives in G.B.</p> <p>Res. No 2- Resolved that all the teaching and non-teaching staff shall be prepared for NAAC inspection.</p> <p>Res. No 3- Resolved that the Alumni meet shall be organized in the last part of December 2020 and the activities of Thrift and Credit Society be systematized.</p> <p>Res. No 4- Resolved that felicitation programme for the donors of library books and farewell programme of Renu Gogoi shall be arranged on the establishment day of the college(10 Feb. 2020)</p> <p>Res No 5- Resolved that the Bank account shall be opened on A.G.V.B Dakhinhengera for N.S.S, D.C.A and Thrift and credit Society.</p>	<p>Res. 1: Both are appointed.</p> <p>Res. 2 : Effort have been made for NAAC.</p> <p>Res. 3: Effort have been made.</p> <p>Res. 4: Both the programme have been organized.</p> <p>Res. 5: Formalities have been and created an account.</p>
IQAC Meeting No -9 Date- 22/03/2021	<p>Res. No 1- Resolved that for the student satisfaction survey of NAAC, the phone numbers , e-mail ids shall be collected properly.</p> <p>Res. No 2- Resolved that a meeting shall be organized by Women Cell on a separate date for forming a new committee .</p> <p>Res. No 3- Resolved compulsory</p>	<p>Res. 1: The collection process is going on.</p> <p>Res. 2: The meeting has been organized in the principal's room.</p> <p>Res. 3: Time schedule have been</p>


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	<p>creation of Google classrooms by the teachers.</p> <p>Res. No 4- Resolved that a committee for green audit shall be constituted and editors will be Dr. Jadumoni Borkakoty and Horen Bora.</p> <p>Res. No 5- Resolved that the theme of ISBN Book shall be prepared by the Convenor of publication cell Dr. Aparajita Gogoi.</p> <p>Res. No 6- Resolved that Athabari Gaon shall be the adopted village.</p> <p>Res. No 7- Resolved that the library automation shall be installed soon</p>	<p>prepared for online classes.</p> <p>Res. 4: Green Audit committee has been constituted.</p> <p>Res.5: The theme has been prepared on Women Empowerment.</p> <p>Res. 6: Successfully Organised an village adoption programme by NSS in collaboration with IQAC.</p> <p>Res. 7: The process is going on.</p>
<p>IQAC meeting No -10</p> <p>Date- 19/04/2021</p>	<p>Res. No 1- Resolved that Non-teaching Training Programme on Bill budget, accounts and audit be arranged.</p> <p>Res. No 2- Online Faculty Development Programme on E-learning to be held from 24th May to 29th May, 2021.</p> <p>Res. No 3- A committee on ISBN publication to be constituted, headed by the principal as chief adviser.</p> <p>Res No 4- A Committee on FDP and NTTP be constituted with the Coordinator Jayanta Madhab Bora and Debajyoti Goswami respectively.</p> <p>Res. No 5- A Medicinal Garden Committee to be formed, headed by the Vice-Principal, Mrs. Rumi Bharali</p>	<p>Res. 1: Effort have been made but not yet organized.</p> <p>Res. 2: Successfully organized from 24-05-2021 to 29-05-2021.</p> <p>Res. 3: Committee constituted.</p> <p>Res. 4: Committee constituted.</p> <p>Res. 5: A Medicinal Plant Garden was established.</p>
<p>IQAC meeting No -11</p> <p>Date- 01/10/2021</p>	<p>Res. No 1- Resolved that for NAAC registration a meeting with GB members shall be held.</p> <p>Res No 2- Resolved that for Alumni meet a favourable date will be taken and the responsibility is given to Pabitra Duarah, President, Alumni Association.</p> <p>Res. No 3- Resolved that regularity should be maintained in case of class test, seminar, assignment submission and field trip.</p> <p>Res. No 4- Resolved that the departmental wall magazine will be</p>	<p>Res. 1: A meeting was organized on 18-11-2021.</p> <p>Res. 2: Alumni meet have been successfully organized on 22nd & 23rd April, 2022.</p> <p>Res. 3: Each department has proposed.</p> <p>Res. 4: Inauguration ceremony of</p>


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	<p>prepared departmentally. Res. No 5- Resolve that first time NIRF registration will be done at due time. Res. No 6- Resolved that due to Covid-19, society registration is lapsed and new files to be put up for that. Res. No 7- Resolved that the Chartered Accountant Audit will be done as soon as possible</p>	<p>Departmental Wall Magazine was organized on 18-11-2021. Res.5: A committee has been constituted for NIRF Participation. Res.6 : The process is going on. Res. 7: CA Audit process is going on.</p>
<p>IQAC meeting No -12 Date- 18/11/2021</p>	<p>Res No 1- Resolved that academic and administration audits will be conducted. Res No 2- Resolved that honours on four other subjects shall be implemented along with the PGDCA Course and necessary steps will be taken by the authority. Res No. 3- Resolved that Web Designing course will be started immediately. Res No 4- Resolved that the donor list to Kamarbandha College shall be implemented very shortly. Res No 5- Resolved that library automation, ramp facilities, rain water harvesting, permanent site plan and all the necessary sign boards for Kamarbandha College will be set up immediately. Res No 6- Resolved that attention should be given to the student's skill development and regular parents' meet. Res. No 7- Resolved that the Perspective Plan 2021-2025 and other necessary plan and policies should be prepared as soon as possible.</p>	<p>Res. 1: Fomalities have been prepared for AAA. Res. 2: The Authority have been taken the necessary formalities. Res. 3: The course Web Designing have been started. Res. 4 : The donor List have been created and displayed in the Teachers common room. Res. 5: All the process is going on and some have been done. Res. 6 : One week skill development work shop was organized successfully. Res. 7: Various committees are constituted for preparation of plan and policies.</p>
<p>IQAC meeting No -13 Date- 11/05/2022</p>	<p>Res No 1- Resolved that an awareness programme on library automation and code of conduct shall be organized. Res No 2- Resolved that plan to open self- financing courses be implemented. Res No 3- Resolved that the GB</p>	<p>Res. 1: Awareness programme on library automation and code of conduct have been successfully organized . Res. 2 : Preparation have been done for Add on courses. Res. 3 : GB president have been</p>


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	<p>president will be included in the IQAC committee.</p> <p>Res No 4- Resolved that a strong Admission Committee shall be formed including all HODs and for increasing student enrolment necessary steps are to be taken with visits at door to door level.</p> <p>Res No 5- Resolved that there should be more community involvement programmes at the college.</p>	<p>included in IQAC.</p> <p>Res. 4: Admission committee have been constituted and effort have been made to collect students by home visit.</p> <p>Res. 5: A community development programme was successfully organized on 3rd June, 2022.</p>
<p>IQAC meeting No -14</p> <p>Date- 04/08/2022</p>	<p>Res. No 1- Resolved that the digital class will be mandatory for all.</p> <p>Res. No 2- Resolved that feedback from all the stakeholders be collected at the end of year.</p> <p>Res. No 3- Resolved that the mentor-mentee list be prepared.</p> <p>Res. No 4- Resolved that the antivirus in all the student computers be installed.</p>	<p>Res. 1: All the department have proposed to do that.</p> <p>Res. 2 : online Feedback have been collected from various stake holders and feedback on teachers also collected in off line mode.</p> <p>Res. 3: Mentor mentee list have been approved and uploaded in the website.</p> <p>Res. 4: Antivirus in all the computers are successfully installed.</p>
<p>IQAC meeting No -15</p> <p>Date- 16/09/2022</p>	<p>Res. No 1- Resolved that the show-cause of not yet accreditation of the college by NAAC given by RUSA, the college should have taken immediate steps to resolve this issue and reply to RUSA.</p> <p>Res. No 2- Resolved that the C.A audit will be closed as soon as possible.</p> <p>Res. No 3- Resolved that the IIQA submission will be the first part of December, 2022.</p> <p>Res. No 4- Resolved that the seven criterion convenors and members of SSR will be more functional to achieve the target.</p> <p>Res. No 5- Resolved that the wifi connection of the college be activated.</p> <p>Res. No 6- Resolved that the monthly contribution of teachers' and employers' welfare fund be paid between three to four days after payment.</p>	<p>Res. 1: Authority has given a written statement to RUSA and proposed to apply IIQA as soon as possible.</p> <p>Res. 2: CA Audit is near about completed.</p> <p>Res. 3: IIQA is submitted on 23-12-2022.</p> <p>Res. 4: Effort have been made for preparing SSR.</p> <p>Res.5 : Wifi connection is activated.</p> <p>Res. 6: All the members of welfare fund proposed to paid the monthly contribution in due time.</p>


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