

P.O. FURKATING - 785610 DIST - GOLAGHAT (ASSAM) ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No			Date
	Minutes of the I	IQAC Meetings, 2021-22	
	Meeting No. 36		
	Date: 28.12.2021	1.11	

Memb

12. Mrs. Gayatree Baruah

13. Mr. Nityananda Hazarika

14. Mr. Jibon Jyoti Phukan

: 28.12.2021	
bers Present	Carolina
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Dr. Debashis Baruah	Coordinator
3. Mrs. Indira Gogoi	Teacher Representative GSF
4. Dr. Ajanta Rajkhowa	Teacher Representative
5. Dr. Amulya Kr. Borah	Teacher Representative
6. Mr. Jatin Mech	Teacher Representative
7. Dr. Munirul Hussain	Teacher Representative White
8. Mrs. Dipanjali Mudoi	Teacher Representative Seeds
9. Dr. Rousonara Begum	Teacher Representative Br
10. Dr. Binod Sarmah	Teacher Representative
11. Mr. Prodip Saikia	Representative, College Management

Representative, College Administration

Representative, Alumni Association Magen

Representative, Local Society

Agenda Items

1. <u>Item No. 1:</u>

Discussion on the finalization of slots for the NAAC Peer Team Visit

- 2. Item No. 2:
- 3. Preparation, duties and responsibilities for the NAAC Peer Team Visit
- 4. Item No. 3:
- 5. Any other matter with permission from the chair

Resolutions:

1. The meeting finalized the slots as follows

2nd & 3rd February, 2022
 21st & 22nd February, 2022

11th & 12th March, 2022

- 2. Mr. Tarun Saikia was entrusted as the convenor of the cultural programme.
- The entire responsibility of recording and photography was entrusted to Mr. Apurba Ranjan Dutta and Mr. Chandan Bortamuly.
- 4. The responsibility of preparing a list distributing various other duties to the faculties before, during and after the Peer Team Visit was entrusted to the IQAC Coordinator.
- 5. The AQAR of 2020-21 be placed before the Statutory Body for approval & final submission.

As there was no other matter for discussion the meeting ended with a speech from the Chair.

Coordinate:
Internal Quality Assurance Cell
Furkating College



P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No	Date
Meeting No. 37	
Date: 17.02.2022	
Members Present	
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator Opegai
3. Mr. Simanta Poddar	Teacher Representative
4. Dr. Binod Sarmah	Teacher Representative
5. Dr. Ajanta Rajkhowa	Teacher Representative
6. Dr. Debashis Baruah	Teacher Representative
7. Mr. Jatin Mech	Teacher Representative
8. Dr. Swarna Prava Nath	Teacher Representative
9. Dr. Rousonara Begum	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration Gosh
11. Mr. Prodip Saikia	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Bastav Bora	Representative, Students' Union Body
14. Mr. Nityananda Hazarika	Representative, Alumni Association Nagovalu

Agenda Items

Item No. 1:

Analysis on the recently declared NAAC assessment result

Item No. 2:

Reconstitution of new IQAC body

1. It was decided that the new IQAC body will be constituted with the following members as per the guidelines of NAAC

a. Chairperson

Dr. Apurba Saikia,

Principal, Furkating College

b. IOAC Coordinator

Ms. Indira Gogoi

Coordinator, Curricular Aspects

Dr. Binod Sarmah

Coordinator, Teaching-Learning & Evaluation

Dr. Ajanta Rajkhowa

Coordinator, Research, Innovation & Extension

Dr. Debashis Baruah

Coordinator, Infrastructure & Learning Resources

Mr. Simanta Poddar

Coordinator, Student Support & Progression

Mr. Jatin Mech

Coordinator, Governance, Leadership & Management

Dr. Swarna Prava Nath Dr. Rousanara Begum

Coordinator, Institutional Values & Best Practices

Mrs. Gayatree Baruah

Representative, College Administration

Mr. Prodip Saikia

Representative, College Management

Representative, Local Society

Mr. Bastab Bora

m. Representative, Students' Union Body

n. Representative, Alumni Association

Mr. Nityananda Hazarika

Mr. Jibon Jyoti Phukan

2. The meeting also entrusted the following faculty members with responsibilities in different cells and committees

a. Co-ordinator, Grievance Reressal Cell & AISHE

Dr. Binod Sarmah

b. Co-ordinator, Quiz Club & Entrepreneurship Cell

Miss Antara Dutta

Co-ordinator, Equal Opportunity Cell

Miss Abhisikha Bailung

d. Co-ordinator, Guardian Committee

Mr. Simanta Poddar

Co-ordinator, Library Committee

Mrs. Gayatree Baruah

Co-ordinator, Debate Club, Games & Sports Society

Mr. Jatin Mech

Co-ordinator, ICGC & Placement Cell

Mrs. Lotika Saikia

Co-ordinator, Sexual Harassment Prevention Cell

&

Capacity Building activities

Mrs. Dipanjali Mudoi

h. Co-ordinator, Literary & Cultural Society, Study

Circle

Mr. Tarun Saikia

i. Co-ordinator, Red Cross Society

Miss Indina Senarpi

Co-ordinator, MoU & Linkages

Dr. Munirul Hussain

k. Co-ordinator, Red Ribbon Club, Nature Club,
 Health & Hygiene Club, Photography & Film Society Mr. Apurba Ranjan Dutta

As there was no other matter for discussion the meeting ended with a speech from the Chair.

Coordinator
Internal Quality Assurance Cell
Furkation

Principal



P.O. FURKATING - 785610 DIST - GOLAGHAT (ASSAM) ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No	Date
Meeting No. 38	
Date: 21.02.2022	
Members Present	
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator July Coo-
3. Mr. Simanta Poddar	Teacher Representative
4. Dr. Binod Sarmah	Teacher Representative
5. Dr. Ajanta Rajkhowa	Teacher Representative
6. Dr. Debashis Baruah	Teacher Representative
7. Mr. Jatin Mech	Teacher Representative
8. Dr. Swarna Prava Nath	Teacher Representative Hall
9. Dr. Rousonara Begum	Teacher Representative Romination
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Prodip Saikia	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Bastav Bora	Representative, Students' Union Body

Representative, Alumni Association Hayarik

Agenda Items

Item No. 1:

Charge handover

Item No. 2:

Any other matter with permission from the chair

14. Mr. Nityananda Hazarika

- A workshop on "Tabulation, Moderation and Question Paper Setting in Under-Graduate Level" is to be organized by the 1st week of March, 2022
- 2. A presentation on "Autonomy to Colleges: Possibilities and Challenges" is to be made by Miss Antara Dutta and Miss Abhishikha Bailung by the 1st week of March, 2022
- 3. The scheduled public meeting on 22nd March, 2022, will be convened by Dr. Debashis Baruah, Immediate Past IQAC Coordinator

As there was no other matter for discussion the meeting ended with a speech from the Chair.

Principal distriction

Coordinator
Internal Quality Assurance Cell

Furkating College



P.O. FURKATING - 785610 DIST - GOLAGHAT (ASSAM) ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No	Date
Meeting No. 39	
Date: 28.02.2022	
Members Present	\wedge
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator Organ
3. Mr. Simanta Poddar	Teacher Representative
4. Dr. Binod Sarmah	Teacher Representative
5. Dr. Ajanta Rajkhowa	Teacher Representative
6. Dr. Debashis Baruah	Teacher Representative
7. Mr. Jatin Mech	Teacher Representative
8. Dr. Swarna Prava Nath	Teacher Representative
9. Dr. Rousonara Begum	Teacher Representative Borr
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Prodip Saikia	Representative, College Management withis
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Bastav Bora	Representative, Students' Union Body
14. Mr. Nityananda Hazarika	Representative, Alumni Association Hagerila

The meeting was chaired by Dr. Apurba Saikia, Principal-cum-Chairperson, IQAC. The Chairperson extended a warm welcome to all the members and requested the IQAC Coordinator to present the agenda items. The IQAC Coordinator, Ms. Indira Gogoi informed the house that the meeting was convened to discuss on the Peer Team Recommendation, submission and approval of plan of action for the period 2022-23, feedback collection and conduct of meeting.

Agenda Items

Item No. 1:

Peer Team Recommendation

Item No. 2:

Submission and approval of plans and programmes by different Criteria.

Item No. 3:

Collection of feedback from stakeholders

Item No. 4:

Different schemes for research projects

Item No. 5:

Conducting Surveys/Field Trips/Student projects

Item No-6

Any other item with permission from the chair.

Resolutions:

- The Coordinators are suggested to follow-up and execute the recommendations of the Peer Team with proper plan of action within the next five years.
- The departments/cells/centres to submit the proposals for introduction of subject specific new Add-on courses for the academic session 2022-23 to the Curricular Committee along with the syllabus within 10 days w.e.f. this notification for further action.
- The Coordinator of the Curricular committee was entrusted the responsibility of seeking Dibrugarh University approval for introducing the Add-on courses by different departments/cells/centres after due approval from the IQAC.
- 4. Departments with prescribed syllabus for Surveys/Field Trips/Student projects should submit the detailed reports within a week of completion of the survey.
- 5. The feedback forms for the existing students, alumni and teachers will be on online mode, whereas, keeping ahead the tech savvy feasibility of the employers, their feedback forms will be on offline mode.
- 6. Every department should submit seminar proposals and research projects.
- 7. The faculty members should submit at least 6-7 research papers every year in the UGC-CARE listed journals.

Principal

- 8. Certificates from concerned authorities should be procured after completion of every extension activity wherever applicable.
- The Research, Innovation and Extension Committee should increase the number of collaboration and MoUs every year.
- 10. Purchase more computers to cater to the need of the students. Submit a proposal to Numaligarh Refinery Limited for donation of computers to the institution under the CSR fund.
- 11. The Student Support and Progression Committee should plan for minimum of four activities in capacity building every year.
- 12. Grievances should be redressed as early as possible, preferably, at an interval of one week.
- 13. The Equal Opportunity Cell was entrusted to keep all the schemes updated to the ST/SC/OBC students of the institution.
- 14. It was decided to arrange a literary festival and a sports competition at state level.
- 15. The Governance, Leadership and Management committee was entrusted the responsibility of updating the ERP as early as possible.
- 16. To conduct an FDP on Finance for the non-teaching staff.
- 17. The Institutional Values and Best Practices Committee to observe all important days of national and international importance.

As there was no other matter for discussion the meeting ended with a speech from the Chair.

Coordinator
Internal Quality Assurance Cell
Furkating College

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Mobile No.: - 9365446210, 9435515241

Ref. No	Date
Meeting No. 40	
Date: 28.03.2022	
Members Present	
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator Of W
3. Mr. Simanta Poddar	Teacher Representative
4. Dr. Binod Sarmah	Teacher Representative
5. Dr. Ajanta Rajkhowa	Teacher Representative
6. Dr. Debashis Baruah	Teacher Representative
7. Mr. Jatin Mech	Teacher Representative
8. Dr. Swarna Prava Nath	Teacher Representative
9. Dr. Rousonara Begum	Teacher Representative
10. Mrs. Gayatree Baruah	Representative, College Administration
11. Mr. Prodip Saikia	Representative, College Management
12. Mr. Jibon Jyoti Phukan	Representative, Local Society
13. Mr. Bastav Bora	Representative, Students' Union Body

Representative, Alumni Association N

Agenda Items

Item No. 1:

14. Mr. Nityananda Hazarika

Progress on the plans and programmes submitted in the meeting held on 28.02.2022

Item No. 2:

Submission and approval of additional plan of action by Criteria-wise Committees, cells and departments

I. Curricular Committee

- The meeting approved the Add-on certificate courses submitted by the departments, cells and centres for further approval from Dibrugarh University.
- 2. The meeting proposed to submit PG proposal in Assamese to Dibrugarh University as sought by the stakeholders in their feedbacks.
- 3. The meeting proposed to conduct the Literary Festival in the month of May.
- 4. It was proposed that besides the department specific Add-on Certificate courses a few of the courses will be introduced depending upon the feedback received from the stakeholders

II. Teaching Learning & Evaluation

- 1. It was decided that the criteria for identifying slow learner students will be based on the marks obtained in the 1st semester examination
- 2. It was decided to conduct a talk for students on how to prepare for examination
- It was decided that the TLE Committee will collect the information of ICT classes, audio-visual materials and related documents from the departments

III. Research, Innovation and Extension

- 1. To publish more number of books with ISBN
- To form a College Research Committee for research proposals from the teachers of this institution.
- 3. To submit proposals for national seminars/research projects

IV. Student Support and Progression

- 1. To organize a workshop for students for the preparation of APSC
- 2. To organize Career Counselling Programme
- 3. To organize workshop for interview facing skills for outgoing students
- 4. Workshop on Spoken English
- 5. Counselling programme on emerging trends in career

V. Infrastructure & Learning Resources

- 1. To construct 2 digital conference rooms
- 2. To construct a museum

Principal

3. To add 30 computers in the computer lab

Library Committee

- 1. To conduct a Library Orientation Programme
- 2. To provide quality services, N-List and E-resources to support students
- 3. Digital Library Installation
- 4. Conduct Skill Enhancement Course-II (Library in ICT environment)
- 5. Observe National Librarian Day
- 6. Observe World Book and Copyright Day
- 7. Award Best Library User

VI. Institutional Values & Best Practices

- 1. Conduct a workshop on Code of Professional Ethics
- 2. Celebration of Independence Day
- 3. Celebration of Republic Day

At the end, all the proposals were approved by the House and as there were no other matters for discussion the meeting ended with a speech from the Chair.

Internal Quality Assurance Cell
Furkating College

Principal distant



P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No.	Date
Meeting No. 41	
Date: 03.06.2022	
Members Present	
1. Dr. Apurba Saikia	Principal-cum-Chairperson
2. Mrs. Indira Gogoi	Coordinator Openia
3. Mr. Simanta Poddar	Teacher Representative ()
4. Dr. Binod Sarmah	Teacher Representative
5. Dr. Ajanta Rajkhowa	Teacher Representative
6. Dr. Debashis Baruah	Teacher Representative
7. Mr. Jatin Mech	Teacher Representative
8. Dr. Swarna Prava Nath	Teacher Representative Just
9. Dr. Rousonara Begum	Teacher Representative Ross
10. Mrs. Gayatree Baruah	Representative, College Administration Confe
11. Mr. Prodip Saikia	Representative, College Management Comme

Representative, Local Society

Representative, Alumni Association

Representative, Local Society

Representative, Students' Union Body

Representative. Alumni Association

Agenda Items

Item No. 1:

Action taken by different Criteria

12. Mr. Jibon Jyoti Phukan

14. Mr. Nityananda Hazarika

13. Mr. Bastav Bora

Item No. 2:

Common Mentoring Report

- 1. The meeting approved the Add-on certificate courses submitted by the departments, cells and centres for further approval from Dibrugarh University.
- 2. It was decided that all the mentors would be following the common mentoring format as shared by the IQAC coordinator.
- 3. It was decided to organize an online training programme on Soft Skills.
- 4. It was decided that a Cyber Crime Workshop would be held shortly and APSC training would be conducted.

OBSERVATIONS & SUGGESTIONS FROM THE CHAIR

- 1. To improve the publication segment including in UGC-CARE list.
- To increase NSS activities.
- 3. To improve the mentoring system.
- 4. To maintain proper documentation of slow and advanced learners with geo-tagged photographs.
- 5. All faculty members should apply MRP.
- 6. Initiatives should be taken for Job Mela.
- 7. Rabha Divas to be observed by concerned departments/committees.

At the end, all the proposals were approved by the House and as there were no other matters for discussion the meeting ended with a speech from the Chair.

Coordinator
Internal Quality Assurance Cell
Furkating College

Principal discord



P.O. FURKATING - 785610

DIST - GOLAGHAT (ASSAM)

ACCREDITED BY NAAC WITH A+(4th CYCLE)

Mobile No.: - 9365446210, 9435515241

Ref. No		
Meeting No. 42		
Date: 02.08.202	2	
Members Presen	ut	
1. Dr. Apur	ba Saikia	Principal-cum-C
2. Mrs. Indi	ira Gogoi	Coordinator
3. Mr. Sima	anta Poddar	Teacher Represe
4. Dr. Bino	d Sarmah	Teacher Represe
5. Dr. Ajant	ta Rajkhowa	Teacher Represe
6. Dr. Deba	shis Baruah	Teacher Represe
7. Mr. Jatin	Mech	Teacher Represe
8. Dr. Swar	na Prava Nath	Teacher Represe
9. Dr. Rouse	onara Begum	Teacher Represe
10. Mrs. Gay	atree Baruah	Representative,
11. Mr. Prodi	ip Saikia	Representative,
12. Mr. Jibon	Jyoti Phukan	Representative, 1
13 Mr Basta	ny Bora	Paprocentative 9

Chairperson

Date.....

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College Administration 🗲

College Management

Local Society (

Representative, Students' Union Body

Representative, Alumni Association N

Agenda Items

Item No. 1:

Progress of AQAR and submission

14. Mr. Nityananda Hazarika

Item No. 2:

Appointment, replacement and reshuffling

Item No. 3:

Remedial classes and Guardian meeting

Item No. 5:

NIRF ranking

Item No. 6:

Unnat Bharat Abhiyan and Institutional Plantation Programme

Item No. 7:

Other matters related to NAAC

Resolutions:

- 1. Decided that all the coordinators should submit their data and documents metrics-wise by the end of August so that the AQAR for the period 2021-22 could be submitted to NAAC in the month of Nov, 2022.
- 2. Decided to conduct department-wise Parents/Guardians meeting.
- 3. Decided to emphasize on NIRF ranking and work accordingly keeping in alignment with the policy of MHRD to merge all HEIs under one agency.
- 4. Decided to adopt 5 villages under the Unnat Bharat Abhiyan and the surveyor team for those villages will be constituted shortly. Mr. Apurba Ranjan Dutta, HoD, department of Education was appointed as the Coordinator.
- 5. NCC, NSS and Nature Club will jointly organize Plantation Programmes on 3rd August, 2022, on the Freshmen Social Day, and on 6th August, 2022, on the Establishment Day of the institution.

As no other matter other than these were discussed, the meeting ended with a speech from the Chair.

Principal III

Coordinator
Internal Quality Assurance Cell
Furkating College



P.O. FURKATING - 785610 DIST - GOLAGHAT (ASSAM) ACCREDITED BY NAAC WITH A+ (4th CYCLE)

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ACTION TAKEN REPORT 2021-22

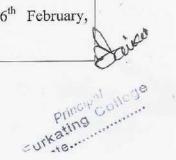
The Internal Quality Assurance Cell (IQAC) has implemented and took appropriate actions of the resolutions taken in the meetings held on 28.12.2021, 17.02.2022, 21.02.2022, 28.02.2022, 28.03.2022, 03.06.2022 & 02.08.2022

Resolutions	Action Taken
Finalization of slots for the NAAC Peer Team Visit	The meeting finalized the slots as follows 2 nd & 3 rd February, 2022
2. Preparation, duties and responsibilities for the NAAC Peer Team Visit	Responsibilities entrusted to the faculty members for various duties for preparation of the NAAC Peer Team Visit
3. AQAR of 2020-21 be placed before the Statutory Body for approval & final submission	AQAR of 2020-21 placed before the Statutory Body, approved & submitted
4. Reconstitution of new IQAC body as per the guidelines of NAAC	New IQAC body reconstituted
5. Workshop on "Tabulation, Moderation and Question Paper Setting in Under- Graduate Level" is to be organized by the 1st week of March, 2022	Workshop conducted on 7 th March, 2022
6. A presentation on "Autonomy to	Presented on 9 th March, 2022

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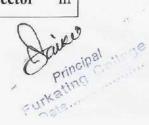
Colleges: Possibilities and	
Challenges" to be made by the 1st	
week of March, 2022	TOTAL STREET STREET, STREET STREET, ST
7.Suggestions to follow-up and	
execute the recommendations of	
the Peer Team with proper plan of	
action within the next five years.	and the second second second second
8. Departments/Cells/Centres to	Proposals submitted, approved by the IQAC for
submit proposals for introduction	approval from the affiliating University
of subject specific new Add-on	
courses for the academic session	the transfer to the first through the period to a minimal to
2022-23 to the Curricular	Mark Contracted - south technique
Committee along with the	Plant Company of the
syllabus for further action.	
9. Departments with prescribed	Submitted accordingly by the concerned departments
syllabus for Surveys/Field	
Trips/Student projects should	
submit the detailed reports within	
a week of completion of the	
survey.	
10. Feedback forms for the existing	Feedbacks collected online from students, alumni and
students, alumni and teachers	teachers; from employers collected both through
will be on online mode, whereas,	online and offline mode
keeping ahead the tech savvy	(2) To late off the acceptance
feasibility of the employers, their	The state of the s
feedback forms will be on offline	
mode.	Name of the second seco
11. Submit national seminar	2 national seminars conducted
proposals and research projects	NAAC sponsored seminar conducted on 13 th
	& 14 th June, 2022
	• ICSSR sponsored conducted on 17 th -18 th June,
	2022
	Research projects submitted by departments

	more number of books with	➤ ISBN-44
	ISBN/ research papers every year in the UGC-CARE listed journals	➤ ISSN - 10
3	Certificates from concerned authorities should be procured after completion of every extension activity wherever applicable	Action taken accordingly
4	Research, Innovation and	Collaboration/linkage – 02
	Extension Committee should	Dr. Bhupen Hazarika Foundation, Guwahati
	increase the number of	Golaghat District Library
	collaboration and MoUs every	MoUs-
	year	Furkating Gajanan Jalan Balika Vidyalaya
		Golaghat District Sports Association
		The Career Track, Jorhat
		JDSG College, Bokakhat
		University of Science & Technology,
		Meghalaya
		Jorhat College, Jorhat
		Furkating Tea Estate
5	Submit a proposal to Numaligarh Refinery Limited for donation of computers to the institution under the CSR fund.	Submitted and awaiting the response
6	Student Support and	Conducted
	Progression Committee should	• Health Awareness Camp in Furkating Tea
	plan for minimum of four	Garden by NSS, Youth Red Cross Unit, Red
	activities in capacity building	Ribbon Club on 21st December, 2021, in
	every year	collaboration with Kamarbandha Ali BPHC
	pe dament base would	• A talk on "Post Pandemic Personal Growth
		and Development" organized by B.Voc in
		Hospitality Management on 26th February,
		2022



	 Summer Wushu and Karate Training Programme on 1st April, 2022, under the aegis of Balijan Wushu Centre Blood Donation Camp conducted on 10th May, 2022, by Youth Red Cross Unit, Red Ribbon Club and Alumni Association in collaboration with the Blood Bank, SKK Civil, Hospital, Golaghat Self Defence Coaching Programme for Girls by State Level Advisory Committee for Students and Youth Welfare, in collaboration with Capacity Building and Skill Enhancement Cell from 17th -26th May, 2022 An online training programme on Soft Skills on the topic "Developing Effective Communication Skills" on Hybrid mode on 14th May, 2022 Quiz Competition conducted on 14th June, 2022, to mark the event of World Blood
7 Grievances should be redressed	Donor Day by Youth Red Cross Unit and Quiz Cell Redressed the grievances received
as early as possible	
8 Equal Opportunity Cell to conduct awareness on all the schemes available for the ST/SC/OBC students of the institution.	
9 To arrange a literary festival and a sports competition at state level	State level Literary Festival conducted on 2 nd May, 2022.
10 Governance, Leadership and Management Committee to	ERP updated

possible	
11 Conduct an FDP on Finance for the non-teaching staff	Initiative taken
12 Institutional Values and Best Practices Committee to observe all important days of national and international importance	Observed all important days of national and international importance
13 Submit PG proposal in Assamese to Dibrugarh University as sought by the stakeholders in their feedbacks.	Submitted and awaiting response
14 Criteria for identifying slow learner students will be based on the marks obtained in the 1 st semester examination	Identified and remedial classes arranged and taken fo the slow learners
15 Conduct a talk for students on how to prepare for examination	Initiative taken
16 TLE Committee to collect the information of ICT classes, audio-visual materials and related documents from the departments	Necessary materials collected and preserved
17 College Research Committee for research proposals from the teachers of this institution	To be implemented subject to approval of the concerned authority
18 Organize a workshop for students for the preparation of APSC	4.
19 Organize Career Counselling Programme	By B.Voc in Hospitality Managemen "Current Trends in the Ecosystem of Hospitality and Tourism Industry in India" on 26th March, 2022 "Employment in Banking Sector" in



	 collaboration with Indian Bank, Furkati Branch, on 1st April, 2022 "Career Counselling for Future Prospect in collaboration with Career Track, Jorhat,
	2022, 9 th June, 2022
20 Construct 2 digital conference rooms	Is in progress
21 Conduct a Library Orientation Programme	Conducted in the Orientation Programme for the new comers
22 Digital Library Installation	Is in process
23 Observe National Librarian Day, World Book and Copyright Day and Award Best Library User	Observed all the important days and awarded Best Library User
24 Conduct a workshop on Code of Professional Ethics	Conducted on "Human Values and Professional Ethics" on 5 th April, 2022
25 All the mentors to follow common mentoring format	Common format followed as circulated by the IQAC coordinator.
26 Organize an online training programme on Soft Skills.	Organised on 14 th May, 2022 on the topic "Developing Effective Communication Skills" on Hybrid mode
27 Organise a Cyber Crime Workshop	Organised an "Awareness on Cyber Security" in collaboration with Gravitas, Guwahati, on 6 th June, 2022
28 All the coordinators should submit their data and documents metrics-wise by the end of for submission of AOAR for the period 2021-22	Submitted
29 Conduct department-wise Parents/Guardians meeting	Conducted centrally on 13 th September, 2022
30 Adopt 5 villages under the	Is in progress

Principal olloge

Unnat Bharat Abhiyan	
	Plantation programme carried out on the scheduled dates

Principal Princi