



**Internal Quality Assurance Cell**

# **Mayang Anchalik College**

**Rajamayang, Morigaon, Assam- 782411**

## **Action Taken Report**

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**Action Taken Report**

The Internal Quality Assurance Cell (IQAC) of Mayang Anchalik College was setup on the 6<sup>th</sup> May 2014 in the Governing Body meeting by Resolution no 2 for internal quality assurance of the college. Since its inception, IQAC has been functioning well. The first meeting of the IQAC was held on 27<sup>th</sup> June 2014. The resolutions and the action taken are shown below.

**IQAC Meeting held on 27-06-2014**

Resolution No 01: The meeting has resolved that the Financial Assistance for establishing Internal Quality Assurance Cell(IQAC) in the college during xii plan period approved by UGC to Mayang Anchalik College vide letter no. F.5-125/2013/IQAC(NERO)/17712 dated 26/03/2014 will be spent according to the heads specified by UGC.

Action Taken 01: The UGC Financial Assistance has been utilized according to the heads of expenditure.

Resolution No 02: The meeting has resolved to constitute a Purchasing Committee at Governing Body meeting.

Action taken 02: Purchase Committee has been constituted.

Resolution No 03: The meeting has resolved to inform the Governing Body the need of various committees to form, i.e., Quality Advisory Committee, Academic Committee, Research Committee, Parent Teacher's Association, Alumni Association, Student Support and Progression Cell, N.S.S Advisory Committee.

Action Taken 03: Quality Advisory Committee, academic committee, research committee, parent teacher association, alumni association, student support and progression cell, NSS. Advisory committee have been formed on 1<sup>st</sup> July 2014 in the GB meeting

Resolution No 04: The meeting has resolved to prepare proposal for UGC sponsored National Seminar with the help of department of History and Economics.

Action Taken 04: Proposal for UGC sponsored National seminar with the help of Departments of History and Economics has been prepared and submitted.

Resolution No 05: The meeting has resolved to prepare proposal for adopted village of the college to Governing Body.

Action Taken 05: Village Burhamayong has been proposed as adopted village.

**IQAC Meeting held on 24-01-2015**

Resolution No 01: The IQAC meeting has resolved that Academic atmosphere should be improved by organizing a parent-teachers meeting.

Action Taken 01: Discussion has been taken with Parent teacher association to organize a parent teachers meet.

Resolution No 02: The meeting has resolved that each department should prepare the Departmental Profile by March next.

Action Taken 02: Preparation of Departmental profile has been going on.

Resolution No 03: The meeting has discussed the importance of lesson plan in teaching-learning process and resolved that each department should prepare lesson plan accordingly in time.

Action Taken 03: Lesson plans of each department have been prepared.

#### **IQAC meeting held on 14<sup>th</sup> August 2015**

Resolution No 01: The meeting after having thorough discussion on the assessment of students has resolved that internal assessment should be held in time and it should be informed to the students

Action Taken 01: Internal Assessment has been conducted and students have been informed regularly.

Resolution No 02: The meeting has thoroughly reviewed the seminar which was held in the college on the 26<sup>th</sup> and 27<sup>th</sup> June 2015, organized by the department of History and Economics, sponsored by UGC and thanked the department of History and Economics. The meeting has resolved to organize the national seminar in future by other department also.

Action Taken 02: Proposal for UGC sponsored National Seminar in collaboration with Department of Assamese has been submitted.

Resolution No 03: The meeting has resolved to increase the enrollment of students by constructing Girls and Boys hostel separately.

Action Taken 03: Temporary Boys' Hostel has been constructed

Resolution No 04: The meeting has resolved that the Governing Body be informed to improve the infrastructure facilities such as improvement of playground, reading facilities in the library.

Action Taken 04: Infrastructural facilities such as playground development, reading facility in the library have been increased.

#### **IQAC meeting held on the 7<sup>th</sup> May 2016**

Resolution No 01: The minutes of the last IQAC meeting held on 14<sup>th</sup> August, 2015 have been read out by the coordinator and having found all the matters discussed recorded properly, the IQAC has approved them.

Action Taken 01 : Minutes have been passed.

Resolution No 02: The meeting after having thorough discussion on strategic planning for the period 2016-2020/2021, has resolved that the plan should be prepared within May/2016 by the chairperson and coordinators with two members of IQAC and implement.

Action Taken 02: Strategic Planning for the period 2016 to 2020-21 has been prepared.

Resolution No 03: The meeting has resolved that for Quality Assurance-attendance of the students must compulsorily be made and special classes for slow learners and Quiz and Debate competitions among the students should be organized by each departments.

Action Taken 03: Special classes, quiz programme and debate competition has been organized.

Resolution No 04: The meeting has resolved that the total intake capacity of the college will be 350 number.

Action Taken 04: Intake capacity of the college has been fixed at 350 in each year.

Resolution No 05: The meeting has resolved that for detection of strength and weakness, feedback is necessary and hence feedback on curriculum and co-curricular activities be collected from students.

Action Plan 05: Preparation for feedback collection has been going on.

Resolution No 06: The meeting has resolved that all employee must give e-attendance daily.

Action Taken 06 : Bio- metric machine has been installed.

Resolution No 07: The meeting has resolved that certificate courses in each department should be introduced from this academic year.

Action Taken 07: Certificate Course on content writing by Dept. of Assamese and confidently speaking skill and writing Bio-Data by Dept of Education will have to introduce in next academic session.

#### **IQAC Meeting held on 21-11-2016**

Resolution No 01: The IQAC meeting has discussed in details about the academic action plan and has resolved to implement it.

Action Taken 01 : Action plan has been prepared and implemented.

Resolution No 02: Emphasizing the importance of Quality Audit, the meeting has resolved to implement the Quality Audit of the college.

Action Taken 02: Preparation for Quality Audit has been going on.

Resolution No 03: The meeting has resolved that each department of the college should constitute Departmental Advisory Committee to solve departmental problems taking principal as the chairperson.

Action Taken 03: Departmental Advisory Committee in each department has been constituted.

Resolution No 04: The meeting considering the Ragging as a crime , has resolved to constitute an Anti-Ragging Committee in collaboration with Governing Body of the college.

Action Taken 04: Anti Ragging Committee has been constituted.

Resolution No 05: The meeting has thoroughly discussed the letter from DHE, Assam, vide letter No. PC/HE/Plan.20/2012/pt.1/72, dated 20<sup>th</sup> November 2016 asking to inspect the college by NAAC , has resolved to work and prepare SSR so that NAAC can be welcomed.

Action Taken 05: Efforts have been made continuously to prepare SSR.

#### **IQAC Meeting held on 02-05-2017**

Resolution No 01: The minutes of the last IQAC meeting held on 21<sup>st</sup> November 2016 have been read out by the coordinator and having found all the matters discussed recorded properly, the IQAC meeting has approved them unanimously.

Action Taken 01: The last meeting minutes have been passed.

Resolution No 02: The IQAC meeting has resolved to organize a meeting with students.

Action Taken 02: Preparation is going on.



Resolution No 03: Considering the importance of Best Practices in the college and availability of local resources, the IQAC meeting has resolved to concentrate on Magical Healing Culture and women empowerment by skill development.

Action Taken 03: Activities for the best practices have been carried out.

Resolution No 04: The IQAC meeting has resolved to analyze the result of each semester at departmental level and to choose the Best Department and award them.

Action Taken 04: Results have been analyzed.

Resolution No 05: The IQAC meeting has resolved to carry out Gender Audit.

Action Taken 05: Data collection for Gender Audit has been going on.

Resolution No 06: The IQAC meeting has reviewed the speech of the Honorable Education Minister of Assam, which was delivered on the 1<sup>st</sup> May, 2017 in a meeting with the Principals of the colleges of Assam held in the Cotton College, Guwahati. The meeting after having thorough discussion of the points of speech of Honorable Minister, Assam, has resolved to participate in every competition of games and sports by students; Admission of BPL students freely but a photo of the plantation of trees, more adoption of villages and increases the numbers of adopted schools and impart them with wider knowledge.

Action Taken 06: Admission has been freed, adopted numbers of schools and villages have been increased.

Resolution No 07: The meeting has resolved to hire ICT Expertise Mr. Achinta Kumar Choudhury to equip the teachers with ICT.

Action Taken 07: ICT Expert Mr Achinta Kumar Choudhury has been hired for technical assistance.

Resolution No 08: The IQAC meeting has resolved to conduct a Quiz programme in the coming Teacher's day of the college.

Action Taken 08: Quiz programme has been organized

#### **IQAC Meeting held on 16-12-2017**

Resolution No 01: The minutes of the last IQAC meeting have been readout by the coordinator and having found all the matters discussed recorded properly, the IQAC meeting has passed them.

Action Taken 01: The minutes of the last IQAC meeting dated 02-05-2017 have been passed.

Resolution No 02: The meeting has resolved to make assessment of curricular and co-curricular activities from the stakeholders through feedback forms.

Action Taken 02: Feedback forms have been collected.

Resolution No 03: The meeting has also resolved to collect feedback from stakeholders on Non-teaching Staff of the college through Feedback Form.

Action Taken 03: Preparation of Feedback on Non teaching staff has been going on.

Resolution No 04: The IQAC meeting has resolved to peer evaluation of teachers.

Action Taken 04: Peer evaluation of teachers has been going on.

Resolution No 05: The meeting also felt the need of Green Audit of the college and has resolved to make college campus greenery by the plantation of more trees and make Green Audit.

Action Taken 05: More trees have been planted and Green Audit has been going on.

#### **IQAC Meeting held on 28-06-2018**

Resolution No 01: The minutes of the last IQAC meeting held on 16<sup>th</sup> December 2017 were read out by the coordinator and having found all the matters discussed recorded properly the IQAC meeting confirmed unanimously.

Action Taken 01: Minutes of the last IQAC meeting held on 16-12-2017 have been passed.

Resolution No 02: The meeting emphasized on the remedial measures to meet out weakness of students and has resolved that each department should take special class for them.

Action Taken 02 : Special classes to meet out the weakness of students have been taken.

Resolution No 03: The IQAC meeting has also resolved that parent- teachers association should organize a meeting.

Action Taken 03: Preparation is going on.

Resolution No 04: The IQAC meeting has resolved to inform each department to prepare lesson plan for odd semester classes.

Action Taken 04: Odd Semesters lesson plan of each department have been prepared.

Resolution No 05: The IQAC meeting has resolved to organize workshop in the college.

Action Taken 05: Proposed to organize a workshop.

#### **IQAC Meeting held on 26-10-2018**

Resolution No 01: The minutes of the last IQAC meeting held on 28<sup>th</sup> June , 2018 were read out by the coordinator and having found all the matters discussed recorded properly the IQAC meeting confirmed them unanimously.

Action Taken 01: Minutes of the last IQAC meeting have been passed.

Resolution No 02: The meeting has signified the importance of outcome base education and hence has resolved that the Academic Committee has the role to introduce outcome base education.

Action Taken 02: Academic Committee will be introduced outcome base education.

Resolution No 03: The IQAC meeting has resolved to inform each department to organize seminar-state level as well as National and international level and workshop.

Action Taken 03: Each department has proposed.

Resolution No 04: The IQAC meeting has resolved to carry out the Swachh Bharat Abhiyan announced by Honorable Prime Minister of India on 2<sup>nd</sup> October, 2014 with the help of students.

Action taken 04 : Swachh Bharat Abhiyan has been carried out.

#### **IQAC Meeting held on 25-05-2019**

Resolution No 01: The minutes of the last IQAC meeting held on 26<sup>th</sup> October 2018 were read out by the coordinator and having found all the matters discussed recorded properly and the meeting confirmed them unanimously.

Action Taken 01: Minutes of last IQAC meeting has been passed.

Resolution No 02: The IQAC meeting has resolved to participate in the NIRF-the National Institutional Ranking Framework.

Action Taken 02: Preparation for participation in NIRF has been going on.  
Resolution No 03: The IQAC meeting has resolved to organize Quiz competition among the students to wider the knowledge.  
Action Taken 03: Quiz competition was organized  
Resolution No 04: The IQAC meeting has resolved to celebrate the coming World Environment Day in collaboration with Pobitora Wildlife Sanctuary, Mayang Gaon Panchayat, Mayang Police Station and with NGOs.  
Action Taken 04: World Environment Day was celebrated.  
Resolution No 05: The meeting has resolved to open training centre on Jacquard Handloom in collaboration with Indian Institute of Entrepreneurship Guwahati.  
Action Taken 05: Training on Handloom has been opened.  
Resolution No 06: The meeting has thoroughly discussed the courses of CBCS which is going to be implemented in the college under Gauhati University from this academic year; each teaching and non teaching staffs should participate by attending Seminar and Workshop. It has also been resolved to organize workshop on CBCS in our college also.  
Action Taken 06: CBCS has been implemented and teachers have attended seminars and workshops.  
Resolution No 07: The IQAC meeting has resolved to carry out the activities of Swachh Bharat Abhiyan in college and outside the college.  
Action Taken 07: Swachh Bhrat Abhiyan has been carried out.  
Resolution No 08: The IQAC meeting has resolved to increase collaboration with local, National and International Institute.  
Action Taken 08: MOU with various institutions have been signed.

#### **IQAC Meeting held on 14-12-2019**

Resolution No 01: The minutes of the last IQAC meeting held on 25/05/2019 were read out by the coordinator and having found all the matters discussed recorded properly the meeting confirmed them unanimously.  
Action Taken 01: Minutes of the last IQAC meeting have been passed.  
Resolution No 02: The IQAC meeting has resolved to collaborate with Banking Herald to give knowledge to students of various competitive examinations of bank and give them opportunities to obtain jobs in bank.  
Action Taken 02: Training programs have been organized.  
Resolution 03: The IQAC meeting after having thorough discussion on Unnat Bharat Abhiyan has resolved to participate in the programs of the Unnat Bharat Abhiyan.  
Action Taken 03: Participate in different programs of Unnat Bharat Abhiyan.

#### **IQAC Meeting held on 14-03-2020**

Resolution No 01: The minutes of the last IQAC meeting held on 14/12/2019 were read out by the coordinator and having found all the matter discussed recorded properly the meeting confirmed them unanimously.  
Action Taken 01: Minutes of the last IQAC meeting have been passed.

Resolution No 02: The meeting considering the covid-19 impact on learning method has emphasized on the use of ICT in teaching-learning method.

Action Taken 02: Online classes have been organized during covid19 period.

Resolution No 03: The IQAC meeting has resolved to participation of the college in Atal Ranking of Institutions on Innovation Achievements which is initiative of ministry of Education, Govt of India.

Action Taken 03: Participated

Resolution No 04: The IQAC meeting considering the possibility of job after completing the program, has emphasized to introduce B. Voc Program in the college on Travel and Tourism Management(TTM) and on Food Processing and Quality Management(FPQM) and has decided that intake capacity in TTM AND FPQM will be 40 in each.

Action Taken 04: Preparation to introduce B Voc Programme on Tourism and Travel Management (TTM) and Food Processing and Quality Management(FPQM) has been going on.

Resolution No 05: The IQAC meeting considering the poor situation of the Departmental wall Magazine of the college , has decided to ask the Governing Body to Grant Fund to improve the Quality of the wall magazine.

Action Taken 05: Quality of the wall magazine has been improved.

Resolution No 06: The IQAC meeting after having discussion on waste dumping has resolved to establish a waste management system in the college.

Action Taken 06: Waste management system has been introduced.

Resolution No 07: The IQAC meeting has resolved to reconstitute the Internal Quality Assurance Cell of the college.

Action Taken 07: IQAC committee has been reconstituted.

Resolution No 08: The IQAC meeting has resolved to establish a medicinal plant garden in the college campus.

Action Taken 08: Medicinal plant Garden has been opened

Resolution No 09: The IQAC meeting has resolved to inform the students about OBE system which is likely to be introduced in the college under Gauhati University.

Action Taken 09: Students have been informed about OBE

Resolution No 10: The IQAC meeting has resolved to organize National and International seminar on various topics.

Action taken 10: National and International webinar have been organized.

#### **IQAC Meeting held on 28-12-2020**

Resolution No 01: The minutes of the last IQAC meeting held on 14/03/2020 were read out by coordinator and having found all the matter discussed recorded properly the meeting confirmed them unanimously.

Action Taken 01: Minutes of last IQAC meeting have been passed.

Resolution No 02: The IQAC meeting has resolved to improve the quality of the various research works.

Action Taken 02: Researchers have been informed to improve the quality of research.



Resolution No 03: The meeting after having a thorough discussion on the running certificate courses in the college has resolved to introduce more job oriented certificate courses in the coming year.

Action Taken 03: More Certificate Courses have been introduced.

Resolution No 04: The IQAC meeting has resolved to inform the president and secretary of the Alumni Association of the college to organize a meeting.

Action Plan 04: Meeting of Alumni Association has been organized.

#### IQAC Meeting held on 15-03-2021

Resolution No 01: The minutes of the last IQAC meeting held on 28/12/2020 were read out by the coordinator and having found all the matter discussed recorded properly the meeting confirmed them unanimously.

Action Taken 01: Minutes of the last IQAC meeting have been passed.

Resolution No 02: The IQAC meeting has resolved to invite the NAAC in the beginning of the next academic session and to prepare the SSR.

Action Taken 02: SSR preparation work has been going on.

Resolution No 03: The IQAC meeting has resolved to quality initiative enhancement and sustainability in the different activities of the college.

Action Taken 03: Programme for quality initiative enhancement have been introduced.

Resolution No 04: The IQAC meeting has discussed the activities of the various committees of the college and has suggested to carry out the activities in full swing.

Action Taken 04: Activities of various committees have been going on.

#### IQAC Meeting held on 27-11-2021

Resolution No 01: The minutes of the last IQAC meeting were read out by coordinator and having found all the relevant matters discussed recorded properly the meeting confirmed them unanimously.

Action Taken 01: Minutes of the last IQAC meeting has been passed.

Resolution No 02: The meeting after having inform the progress of preparation of SSR, has resolved to expedite the pace of progress so that it might be submitted in the beginning of the next academic session.

Action Taken 02: SSR preparation has been going on

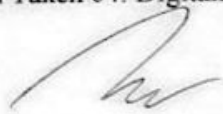
Resolution No 03: The IQAC meeting has emphasized on the use of e-learning resources and software. The importance of e-learning has been increased day by day and hence our students and teachers should be accustomed with e-learning.

Action Taken 03: E-learning system has been introduced

Resolution 04: The IQAC meeting has also discussed on complete digitalization of all activities including Money Transfer, Communication, Lending and Borrowing books from library.

Action Taken 04: Digitalization has been introduced.

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Principal  
Mayang Anchalik College  
Date.....

  
Coordinator  
Internal Quality Assurance Cell  
Mayang Anchalik College