

## **Action taken report of IQAC meeting held on 8/2/2023**

**As per resolution no.1** of the IQAC meeting with the members of AQAR and SSR preparation committee held on 8<sup>th</sup> February, 2023, the criterion coordinators of quality indicator framework have been informed to prepare the 5<sup>th</sup> AQAR 2022-2023 prior to the preparation of SSR for the 4<sup>th</sup> cycle of NAAC assessment of the college.

**As per the resolution no.1** of the IQAC meeting with the coordinator and members of curricular aspects committee held on 24<sup>th</sup> May, 2023, the responsibility of preparing list of teachers participating in different curriculum development bodies has been assigned to the coordinator of curriculum aspects committee of the college.

**As per resolution no.2** of the IQAC meeting with the coordinator and the members of curricular aspects committee held on 24<sup>th</sup> May, 2023, the collection of syllabus of UG programmes of all twenty departments of the college has been assigned to Dr. Abhilupta Padmanathan Gohain, criterion coordinator of curricular aspects committee.

**As per resolution no.3** of the IQAC meeting with the coordinator and members of the curricular aspects committee held on 24<sup>th</sup> May, 2023 Dr. Shekhar Chakraborty, coordinator of feedback committee has been informed to take necessary steps to collect the feedback from parents, teachers, alumni and employees along with the student feedback.

**Action taken report of the IQAC meeting with coordinator and members of teaching, learning & evaluation held on 24<sup>th</sup> May at 12:30 PM**

**As per resolution no.1** of the meeting, all the Heads of the department are informed to take ICT based classes in smart room of the college in routine basis.

**As per resolution no.2** of the meeting, Dr. Malina Basumatary, criterion coordinator of teaching, learning and evaluation has been informed to prepare the programme outcome and course outcome of 20 departments of the college.

**As per resolution no. 3** of the meeting, the criterion coordinator of teaching, learning and evaluation has been informed to prepare the annual report of examination result of the college in discussion with IQAC coordinator of the college.

**Action report of IQAC meeting with the coordinator and members of Research, innovation and extension committee on 24<sup>th</sup> May at 2:30 pm**

**As per resolution no.1** of the meeting, IQAC coordinator has been informed to record the extension programme conducted in adopted village of the college with geo tagged photographs.

**As per resolution no.2** of the meeting Dr. Rizia Begum Laskar has been entrusted to organize ICSSR sponsored seminar in the college with her members of Research, extension and innovation committee.

**As per resolution no.3** of the meeting the coordinators and members of research, innovation and extension committee have been assigned the responsibility to do MoU with industries.

**Action taken report on the IOAC meeting with committee of Infrastructure and Learning resources held on 25<sup>th</sup> May, 2023 at 11 am**

**As per resolution no.1** of the meeting, Mr. Jadavjyoti Saikia, criterion coordinator of infrastructure and learning resources has been assigned the duty of conducting survey of infrastructure and learning resources of the college.

**As per resolution no.2** of the meeting Mr. Jadavjyoti Saikia, Librarian has given the responsibility of automation of the central library of the college.

**As per resolution no.3** of the meeting the responsibility of preparation of draft of annual budget of the college has been authorized to the general branch office of the college.

**Action taken report of IQAC meeting with the coordinator and members of student support & progression held on 25<sup>th</sup> May, 2023 at 12:30 pm**

**As per resolution no.1** of the meeting, Ms. Sangita Gogoi, coordinator of student support and progression has been informed to keep the record of student's scholarship and free ships in systematic manner.

**As per resolution no.2** of the meeting, the criterion coordinator of student support and progression has been informed to collect the data of student's progression and placements from the Heads of the department of the college.

**As per resolution no.3** of the meeting, all the HODs are requested to keep the record of student's participation in different activities of their respective departments.

**Action taken report of IQAC meeting with the coordinator and members of  
committee of Governance, Leadership and Management held on 25<sup>th</sup>  
May,2023 at 2 pm**

**As per resolution no.1** of the IQAC meeting with the coordinator and members of committee of Governance, Leadership and Management, the coordinator and her team has assigned the responsibility of review the policy documents required in their respective criterion.

**Action taken report of the IQAC meeting with the coordinator and members  
of criterion of institutional values and best practices**

**As per resolution no.1** of the IQAC meeting with the coordinator and members of criterion of institutional values and best practices, the coordinator and members of the criterion of institutional values and best practices have been assigned the responsibility of determination of evidence of success of best practices of the college.

**Action taken report of IQAC meeting with secretary of Alumni Association of MDKG College, Program officer of NSS and CTO of NCC of the college held on 29<sup>th</sup> May at 12:30 pm**

**As per resolution no.1** of the meeting, the responsibility of year wise recording of activities of alumni association, NSS and NCC have been assigned to the secretary of alumni association, program officer of NSS and CTO of NCC of the college.

**As per resolution no.2** of the meeting, the secretary of alumni association, program officer of NSS and CTO of NCC have been assigned the duty of prepare the future plan of action of their respective association/unit.



**Action taken report of the IQAC meeting with coordinator and members of Psychological counseling cell of the college held on 29<sup>th</sup> May,2023 at 1 pm.**

**As per resolution no.1** of the IQAC meeting with coordinator and members of Psychological counseling cell of the college, the coordinator of psychological counseling cell of the college has been assigned the responsibility to conduct psychological awareness programme to sensitize the mental strength of the student of the college.