

ACTION TAKEN REPORT:- 2022-2023

The action report has been prepared by the IQAC Coordinator based on the suggestions and recommendations given by the members in the IQAC meetings held on 10th December 2022; 24th February 2023; and 23rd May 2023; respectively.

SESSION 2022-23	
Plan of Action by IQAC	Action Taken
1. Planning and preparing strategy for Online Admission.	Successful completion of online admission for the session 2022-23.
2. Initiatives of implementing New Add-on courses.	Successfully started 3 certificate courses for students to enhance different types of soft and technical skills as well as academic knowledge.
3. MoU with different organizations as academic and placement assistance	Successfully initiated the process of signing the MOU with different organizations to facilitate academic learning and professional development of teachers as well as students
4. Accrediting the college with NIRF	Successfully completed the process of NIRF accreditation.
5. Use of LMS and collection of Feedback	Teachers were advised to use LMS more and more in their teaching learning process. Feedbacks from other stake holders (Parents, Alumni, Employee) were to be collected for analysis.
6. Arrangement of webinars etc.	Prepared proposals for holding national level webinars and 2 Seminars have been organised.
7. Arrangement of placement-oriented seminar and organizing campus placement drive	Conveners of CDPC cell were advised to consult with Routine committee to include a class in a week regarding career-oriented guidance. Some students have been recruited through campus drive.
8. Finish the building extension work	Enhanced the process of building extension and renovation work. Successfully finished the process of starting the hostel facility for the needy Girls of the college.
9. Storing the Events of College in soft form	Event list of the college for the last years stored in college archive and this will be all time available online.
10. Installation of solar panel on the roof	The application for the same was registered

top of the college science building.	and the authority of WBREDA replied to follow their website and wait for the name of the college appeared there.
11. Codification of accessories and materials in the college.	Writing the code no. related to asset register in furniture; computer and other assets of the college has been started with the help of Zakir Alam and his team.

Tarpon kr. chand.
Coordinator IQAC



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Date.....

Notice

As per decision taken by IQAC in its meeting dated 23-05 2023, following activities are to be done on urgent basis. Concerned staff are informed to complete the same.

Sl. No.	Type of Activities	Concerned staff
1.	Lesson plan of each Teacher	All teachers of different Departments.
2.	Mentor / Mentee list in each Dept. separate register, action taken, progress report etc.	HOD and all teachers
3.	Departmental Evaluative Report (Ref. Departmental Profile + Faculty Profile)	HOD and all teachers
4.	Feedback tab in our Website Complaint / Suggestion Box / Tab	Convenor, website committee
5.	Feed Back from Employer (where our students were employed)	CDPC, Feedback Cell.
6.	Code No/ SI no. writing in furniture and instruments etc. Finalising Assets register (Hard Copy)	Zakir & Team SDM
7.	a) IQAC, National Seminar	Speaker contact – Principal Madam Concept note Writing – SPR, MM2 Programme Schedule - TKC
	b) Installation of Solar Panel – Communication	TKC
	c) Completion of Assets Register	Office + SDM
	d) SSR Preparation	All CR Member
	e) AQAR Preparation	All CR Member TKC, SKB
	f) Department Academic Audit of last five years.	HOD and all teachers

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