

Action Taken Report

Meeting of the IQAC

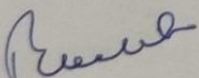
Dudhnoi College

Date: 06-08-2018

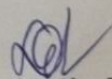
The following topics have been discussed in this general meeting:

The meeting started with Dr. Bidyut Kalita's, Coordinator, IQAC, explanation of the purpose of the meeting. Whereupon meaningful discussion followed with participation and judicious opinion of most of the members present in the meeting. Principal & Chairperson of IQAC Dr. Lalit Ch. Rabha informed the gathering that timely submission of AQAR is a mandatory process in the A&A process of NAAC. Therefore, IQAC was requested to submit the AQAR for 2017-18 before 31 December, 2018. At that point, Dr. Bidyut Kalita drew attention to the members present in the meeting that AQAR for the last two academic year is also pending, since the last IQAC committee did not submit these AQARs for some unavoidable reasons. Upon discussion this matter, the meeting adopted some resolutions unanimously. Later, based on those resolutions, the following actions have been taken

1. The IQAC adopted appropriate measures to fill up and submit the AQARs for 2015-16, 2016-17 & 2017-18 before 31 December 2018.
2. AQARs were placed before GB of the college for necessary approval.
3. NSS Unit of Dudhnoi College carried out extension and outreach activities in the nearby area.


Dr. Bidyut Kalita
Coordinator, IQAC
Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha
Principal & Chairperson, IQAC
Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 07-06-2018

The following topics have been discussed in this general meeting:

The meeting started with Mr. Dilip Hazarika, Joint-Coordinator, IQAC, explanation of the purpose of the meeting. Whereupon meaningful discussion followed with participation and judicious opinion of most of the members present in the meeting. Principal & Chairperson of IQAC Dr. Lalit Ch. Rabha informed the gathering that Admission process for 2018-19 will start soon. Prospectus has already been prepared and form will be issued shortly. Upon discussion this matter, the meeting adopted the following resolutions unanimously:

Resolution 1: The whole admission process will follow a schedule. The admission committee will take responsibility of smooth accomplishment of the same.

Resolution 2: It has been resolved to organise an Orientation programme for the freshers to make them familiarise with the environment of the college.

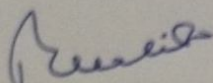
Resolution 3: the librarian will hold Library Orientation programme for the newcomers. This orientation will be conducted among the new students departmentally.

Based on the above resolutions, the following actions have been taken:

Action 1: the coordinator of admission committee took adequate means to accomplish the admission of process of HS 1st year and Degree 1st semester.

Action 2: on the 1st day of the new academic session, an Orientation programme was organised for the freshly admitted students in the college.

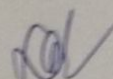
Action 3: The librarian organised many orientations programme where students were trained and informed about the resources and facilities of Dudhnoi College Digital Library.



Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 10-11-2018

The following topics have been discussed in this general meeting:

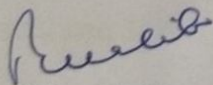
The meeting started with Dr. Bidyut Kalita's, Coordinator, IQAC, explanation of the purpose of the meeting. Whereupon discussion followed with participation and opinion of most of the members present in the meeting. Principal & Chairperson of IQAC Dr. Lalit Ch. Rabha informed the gathering that department of Philosophy in association with IQAC is organising "World Philosophy Day on 15th November, 2018". Participation and support from each of the member was sought to make this occasion a success. Upon discussion this matter, the meeting adopted the following resolutions unanimously:

Resolution 1: A scholarly and erudite person Dr. Diganta Biswa Sarma will be invited as a resource person to give a talk on "Philosophical Foundation and Indian Culture and Spirituality: A Discussion from Sri Aurobindo's perspective".

Resolution 2: It is resolved to invite retired teachers and distinguished guest from the neighbouring area for the programme.

Based on the above resolutions, the following actions have been taken:

Action 1: World Philosophy Day was observed and Dr. Diganta Biswa Sarma delivered lecture cum presentation as resource person.



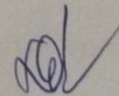
Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College

Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 21-05-2018

The following topics have been discussed in this general meeting:

The meeting started with Dr. Bidyut Kalita's, Coordinator, IQAC, explanation of the purpose of the meeting. Whereupon meaningful discussion followed with participation and judicious opinion of most of the teachers present in the meeting. Dr. Abul Hussain, Associate Professor, Department of Chemistry, recalled the last NAAC evaluation and its recommendations and stressed that the institution must evaluate itself how much these recommendations have been fulfilled. He also advised IQAC that 3rd cycle of A&A must be held in time. Dr. manoj Gogoi, then, pointed out certain anomalies in the construction of IQAC committee and wanted it to be removed. The meeting also witnessed discussion on feedback from students, alumni—its way of execution; and also, some pertinent academic issues from class routine to planning of academic activities. It has decided that classes of H.S-1st year and 2nd year will start from 1st June 2018.

Upon discussion, the meeting adopted the following resolutions unanimously:

Resolution 1: All the recommendations of the last NAAC evaluation must be fulfilled before next cycle of Evaluation and Accreditation. IQAC was entrusted to prepare a roadmap for implementation of the same.

Resolution 2: it is resolved that the college will organise National level workshop and seminar, and IQAC will pave way for organising the same.

Resolution 3: It is resolved to form a new parent body and an alumni association soon.

Resolution 4: All activities of the college must be computerised in alignment with digitalisation of the whole system.

Resolution 5: upon suggestions from Dr. Manoj Gogoi, associate Professor, Dept. of Anthropology, it has been resolved that Mr. Gogoi will be re-appointed as member of, IQAC executive committee instead of Senior administrative Officer.

Resolution 6: It has been resolved unanimously to extend the IQAC executive committee by including Dr. Pradip Das, Associate Professor & Dr. Manash Lochan Das from Department of chemistry.

Resolution 7: It has been resolved that IQAC will chart out a plan of departmental activities to be accomplished by each department in this academic year.

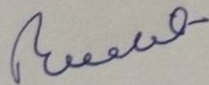
Based on the above resolutions, the following actions have been taken:

Action 1: A language lab was established with adequate numbers ICT hardware and software.

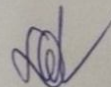
Action 2: Proposal of one national seminar and one international seminar has been submitted to DHE, Assam for necessary approval and financial support.

Action 3: The IQAC committee was re-formed with addition of new members.

Action 4: An annual academic plan was prepared for implementation by IQAC for the coming academic session.



Dr. Bidyut Kalita
Coordinator, IQAC
Dudhnoi College



Dr. Lalit Ch. Rabha
Principal & Chairperson, IQAC
Dudhnoi College

IQAC
Date.....

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 05/02/2019

The following topics have been discussed in the meeting:

The meeting started with explanation of the purpose of meeting by Dr. Bidyut Kalita. He explained the importance of college library in an educational institution and the need for constant upgradation of it. The principal informed that proper attention has been given to college library and digitalization of the library is undergoing. The meeting also witnessed discussion on renovation of laboratories in different departments of science stream. RIUSA coordinator & Asst. Professor, Department of Political Science, Mr. Dibakar Nath informed the meeting that a considerable portion of the budget is allocated for that purpose of renovation. Upon much discussion among the members, the following resolutions have been taken unanimously:

Resolution 1: It has been resolved that new books and furniture will be bought for the college library in this year.

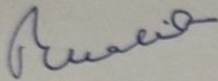
Resolution 2: It has been resolved to change the position of the "Reference Section" of Library and place it alongside the reading room of teachers.

Resolution 3: It has been resolved to allocate a considerable amount of funds for development of college library.

Based on the above resolutions, the following actions have been taken:

Action 1: A good number of textbooks and reference books were purchased for college library.

Action 2: The college library was provided new computer sets and also new book stacks.

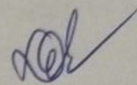


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
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Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 05/03/2019

The following topics have been discussed in the meeting:

The meeting started with explanation of the purpose of meeting by Dr. Bidyut Kalita. He referred to a letter sent by Director of Higher Education, Assam where it is directed to HEI of Assam that teachers can go for Refresher course online in SWAYAM platform. The principal mentioned that SWAYAM had introduced a new learning avenue called ARPIT (Annual Refresher Programme in Teaching) where teachers can opt for a refresher course of their choice. Upon much discussion among the members, the following resolutions have been taken unanimously:

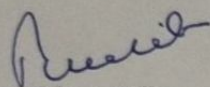
Resolution 1: It has been resolved that IQAC will organize an orientation programme for teachers to train them about the importance of Swayam and the new platform ARPIT.

Resolution 2: To organize a programme to orient our students about various Online courses- academic and vocational course -available in swayam platform.

Resolution 3: It has been resolved to appoint Mr. Dilip Hazarika as mentor for SWAYAM courses at Dudhnoi College.

Later, the following actions have been taken:

1. A meeting cum orientation programme was organized to inform our teachers about the SWAYAM platform as well as about the Refresher Courses available in ARPIT. Some teachers also enrolled in ARPIT for Refresher Course.
2. Most of the teachers opened an account in SWAYAM Platform.

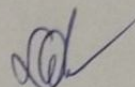


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
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Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

**Principal & Secretary
Dudhnoi College**

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 07/06/2019

The following topics have been discussed in the meeting:

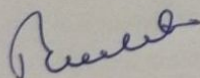
The meeting started with explanation of the purpose of meeting by Dr. Bidyut Kalita. Mr. Kalita pointed out that from this current academic year Gauhati University, (the affiliated university) will implement CBCS system. As an affiliated college Dudhnoi College must execute the decision taken by the University. The principal, then, explained the challenges that this new system might bring to the college. However, all the members welcomed the flexibility and novelty that it will bring to the academic environment. Upon much discussion among the members, the following resolutions have been taken unanimously:

Resolution 1: It has been resolved to organize an orientation programme on the CBCS system. Mr. Sandipan Pathok was given responsibility to organize it within 10 days.

Resolution 2: It has been resolved to invite a resource person from Gauhati University to address the audience regarding CBCS.

Based on the above resolutions, the following actions have been taken:

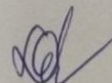
Action 1: A One-day workshop on "Implementation of CBCS in Assam" was organized with participation of expert in this field as resource person.



Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College
Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 13/08/2019

The following topics have been discussed in this general meeting:

The meeting started with Dr. Bidyut Kalita's, Coordinator, IQAC, explanation of the purpose of the meeting. Whereupon meaningful discussion followed with participation and judicious opinion of most of the teachers present in the meeting. The principal gave a self-evaluation of the last academic annual plan and its implementation; and drew a conclusion that in certain parts the execution is far from being satisfactory. Therefore, upon discussion the following resolutions have been adopted:

Resolution 1: It is decided to prepare an annual plan of activities by the IQAC and to distribute it among the departments for implementation.

Resolution 2: It is decided to organize in this academic year certain intellectual activities like seminar and workshop and IQAC is entrusted to do the necessary planning.

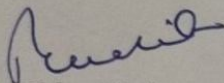
Resolution 3: Discussion was also made on the recommendations of the last NAAC assessments and a detail analysis of the progress made so far.

Resolution 4: It is also agreed upon to begin some extension activities keeping in mind the neighboring community development.

Later, based on the above resolution the following actions have been taken:

Action 1: IQAC prepared a format of departmental activity plan along with a SOP and held discussion with HoDs for necessary action.

Action 2: IQAC sent proposal to different institutes to organize Faculty Development Programme.

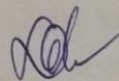


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson

Dudhnoi College

**Principal & Secretary
Dudhnoi College**

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 11/09/2019

The following topics have been discussed in the meeting:

Dr. Bidyut Kalita explained the purpose of the meeting. He referred to a letter sent by Director of Higher Education, Assam which seeks proposals for national and international seminars and popular talks from Higher Educational Institute. Approval of such proposals will be able to get financial assistance from Govt. of Assam. The principal, in his speech, emphasized that organizing seminars in the college is imperative as it will bring exposure as well as increase the quality benchmark in the institution. Upon much discussion among the members, the following resolutions have been taken unanimously:

Resolution 1: It has been resolved that four proposals of Popular Talks will be submitted to DHE, Assam within 15 days. HoD of History, Political Science, English and Mathematics are entrusted the responsibilities to submit one proposal each to IQAC.

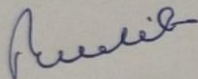
Resolution 2: It has been resolved that four proposals on Popular Talks will be written on four different topics: (a) Man and Elephant Conflict (b) Entrepreneurship (c) Information and Communication Technology (d) Mathematics

Resolution 3: It has been resolved to prepare one national seminar proposal on "Problems and Prospects of Tribal Society of Assam". The proposal will be prepared by Dr. Mridutpal Goswami, asst. Professor, Department of History.

Resolution No 4: It has been resolved to prepare one International Seminar proposal on topic related to Act-East Policy. This proposal will be prepared by Ms. Bondita Borbora, Asst, Professor, Department of Political Science.

The following actions have been taken:

1. Four proposals of popular talks were prepared by four departments (History, English, Political Science & Mathematics) on the following topics: (a) Man and Elephant Conflict (b) Entrepreneurship (c) Information and Communication Technology (d) Mathematics. Later, these proposals were forwarded to DHE for necessary approval.

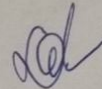


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary,
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 04/11/2019

The following topics have been discussed in the meeting:

The meeting started with explanation of the purpose of meeting by Mr. Dilip Hazarika, Joint coordinator, IQAC, that NAAC has changed the process of submission of AQAR from 2018-19 session. According to the new process all HEI must register in NAAC portal and submission of AQAR must be done through log-in to this HEI account. Dr. Bidyut Kalita, coordinator, also explained the new process for understanding of the members. Upon fruitful discussion, the following resolutions have been adopted:

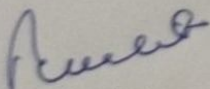
Resolution 1: It has been resolved that Dudhnoi College will be registered in the NAAC website, and Dr. Bidyut Kalita was entrusted the responsibilities to accomplish the process within seven days.

Resolution 2: It has been resolved with due permission from principal to start the process for submission of AQAR for the year 2018-19.

Resolution 3: It has resolved to send instruction to all departmental head to increase the number of student centric co-curricular activities.

Later, the following actions have been taken on the basis of the above resolutions.

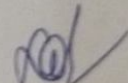
1. An account was opened at NAAC website for all the future communication regarding assessment and accreditation.
2. The AQAR of 2018-19 was successfully submitted through NAAC Portal.


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Principal &
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 15/11/2019

The following topics have been discussed in the meeting:

The meeting started with explanation of the purpose of meeting by Dr. Bidyut Kalita, coordinator, that IQAC is planning to organize a series of activities to boost students' co-curricular talents. Since most of the students possess a deep sense of pride of their own culture, and Dudhnoi being a place of heterogenous culture, IQAC plans to organize a Workshop on performing arts. Interested students can join this workshop and can learn a lot from invited resource persons. Upon fruitful discussion, the following resolutions have been adopted:

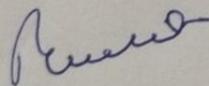
Resolution 1: It has been resolved to invite Ms. Royanti Rabha, Manab Singh and Chitru Koch, three eminent drama personalities as trainer cum resource person for the workshop.

Resolution 2: It has been resolved to issue certificate of participation to each of the registered participants who successfully participated the workshop.

Resolution 3: It has resolved to organize the workshop between 18th to 25th November, 2019.

The following actions have been taken based on the above resolutions:

1. A Workshop on "Art of Drama" was organized on 18/11/2019 where theatre personalities Ms. Royanti Rabha, Manab Singh and Chitru Koch trained more than fifty participants.

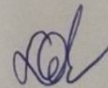


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Chairperson,
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Dudhnoi College

Date: 16/12/2019

The following topics have been discussed in the meeting:

The meeting started with explanation of the purpose of meeting by Dr. Bidyut Kalita, coordinator, that IQAC is planning to organize a series of activities to boost students' curricular & co-curricular talents. Accordingly, IQAC will organize a student centric popular talk on communication technology and informed citizenry. The purpose of the talk is to teach our students the growing use of ICT in academic and day to day life. Principal informed the meeting that all the HoD will be instructed to extend support with their presence and participation from students. Upon fruitful discussion, the following resolutions have been adopted:

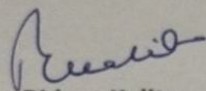
Resolution 1: It has been resolved to invite Prof. Hiranya Kr. Nath, Sam Houston State University as a resource person for a popular talk on informed Citizenry and use of ICT.

Resolution 2: It has been resolved to issue certificate of participation to each of the registered participants who successfully participated the workshop.

Resolution 3: It has resolved to organize the workshop between 18th to 25th December, 2019.

Based on the above resolutions, the following actions have been taken:

Action 1: A popular talk was organized on 20/12/2019 on the topic "Communication and Information Technology and Informed Citizenry" with participation of more than 50 students, where Prof. Hiranya Kr. Nath, Sam-Houston University delivered lecture as resource person.

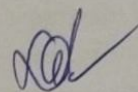


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 22/04/2020

The following points have been discussed in the meeting:

The meeting started with Dr. Bidyut Kalita, coordinator of IQAC, explaining the purpose of the meet. That spread of Covid-19 pandemic and its subsequent lockdown is unprecedented for the present generation of people. Only timely precaution and social distancing can prevent its fast spread in the society. As an Educational institute it is our duty to spread the message among the teachers and students to abide by the lockdown rules. The meeting is called to take certain decision formally. There is another purpose of the meeting too. Since lockdown cripples the movement of the people, so normal classes will remain closed. Given that situation, what will be the strategy of the college to meet the challenges.

Thereafter, the principal chaired the meeting and made it open for discussion. Before that, Dr. Lalit Ch. Rabha, principal, request all the members to follow the rules laid by Govt. of Assam, and spread the message of social distancing through digital platform to curb the rapid spread of Covid-19 virus. All teachers supported the principal's opinion. Taking this opportunity, Mr. Birbol Boro expressed his view that the present situation requires people to use mask and hand sanitizer to save themselves from being infected from the deadly disease, can Dudhnoi College fraternity extend its support to the people living nearby since these products are not yet freely available in the market yet. Replying to Mr. Boro's suggestion, Mr. Dibakar Nath told the meeting that science department can certainly help in this process. Department of chemistry can certainly produce hand sanitizer for distribution among the common people, if college authority can supply them raw products needed for manufacture of it. However, this can't be completed physically as coming to the College is not feasible in this lockdown.

With regard to the second agenda, Dr Mridutpal Goswami suggested that since most of the students possess smart phones, so online classes can be taken on free online platform like ZOOM and Google MEET. Adding to Dr. Goswami's opinion, Mr. Surjya Kumar Swargiary told in the meeting that can we develop a system, which can be centrally monitored and controlled. Ms. Shrutidhara Kashyap gave a solution to the discussion with the suggestion that if google meet can be integrated to the college website; and classes are conducted through a central routine, then the difficulties of teaching learning can be minimized to a great extent.

Upon meaningful discussions, the following resolutions have been adopted:

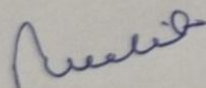
Resolution No: 1: It is unanimously resolved that college will produce hand sanitizer on its own and distribute it among the needy people. The chemistry department was given the responsibility to produce hand sanitizer.

Resolution No: 2: It has been resolved that the college website will be upgraded to accommodate google meet. The principal will discuss with S. S technology for support.

Resolution No: 3: It has been resolved that IQAC will send a formal proposal for organizing FDP to E&ICT academy, IIT Guwahati on the topic "Imparting Online Teaching-Learning Methodology during Covid-19 Pandemic"

Later, the following actions have been taken:

1. Department of chemistry and Physics produced Hand sanitizer locally in its laboratory and distributed freely among the neighboring people for free.
2. An online workshop was organized in association with SS Technology, Guwahati about how to use online platforms integrated to the college website to teach students during lockdown period.
3. A proposal has been sent to E&ICT Academy, IITG for organizing a Faculty Development Programme on use of ICT for classroom transaction during Covid-19 pandemic.

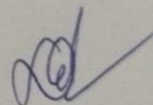


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 11/06/2020

The following points have been discussed in the meeting:

The meeting started with Dr. Bharat Borah, Joint- coordinator of IQAC, explaining the purpose of the meet. In his explanation, Dr. Borah said that for ceaseless teaching learning in Higher Education during the lockdown period, all teachers must be skilled in using different ICT based platforms and methodology. In order to develop the faculty of the college, one FDP has already been completed in association with E&ICT Academy, IIT, Guwahati. The outcome of this FDP was satisfactory as it had contributed to increase in numbers of online classes. Organizing similar programme, in future will be helpful to face the unprecedented challenge. The meeting is organized today to take a decision in this regard.

Thereafter, the principal chaired the meeting and made it open for discussion. Taking this opportunity, Dr. Manash Lochan Das expressed his view that the present situation demands more programme of this kind and assures his full cooperation. Thereafter, Mr. Dilip Hazarika drew attention of the people to the fact that at least 30 members are required for organizing a FDP. Information, therefore, should be sent to different institution across the country. All the members agreed to organize a FDP in this month and expressed their consent to give full cooperation. .

Upon meaningful discussions, the following resolutions have been adopted:

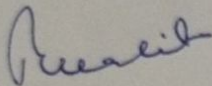
Resolution No: 1: It is unanimously resolved that Dr. Bidyut Kalita will be coordinator of this FDP and Mr. Dilip Hazarika and Dr. Bharat Borah will work as assistant coordinators

Resolution No: 2: It has been resolved that the FDP will be organized in association with E&ICT Academy, IIT Guwahati.

Resolution No: 3: It has been resolved that IQAC will spread the information about FDP through newspapers and college website.

The following actions have been taken in accordance to the resolutions adopted above:

1. IQAC successfully organized a one-week online FDP in association with E&ICT academy IITG on the topic "Imparting Teaching-Learning Methodology During Covid-19 Pandemic" from 26-05-2020 to 01/06/2020.

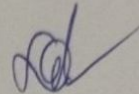


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson IQAC

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 02/07/2020

The following points have been discussed in the meeting:

The meeting started with Mr. Dilip Hazarika, Joint- coordinator of IQAC, explaining the purpose of the meet. In his explanation, Mr. Hazarika said that lockdown teaches people to use ICT for teaching learning process. Dudhnoi College itself organized two FDP successfully through online platform. Now, it is the time to organize webinar because ICT helps people to overcome physical barriers and organize webinars and other programmes to maintain its quality activities. The meeting is called to discuss the topic and related issues of webinar.

Thereafter, the principal chaired the meeting and made it open for discussion. Taking this opportunity, Ms. Bondita Borbora informed that department of political science would like to organize a webinar on abrogation of article 370 at Jammu and Kashmir. Another, proposal came from Dr. Shrutidhara Kashyap that Economics department too are willing to organize a webinar on migrant crisis during the lockdown. Since many departments might be interested in organizing webinar, the principal requested the IQAC coordinator too inform the department for submitting proposals online within seven days.

Upon meaningful discussions, the following resolutions have been adopted:

Resolution No: 1: Department of Political Science will organize a webinar on the topic of Abrogation of Article 370.

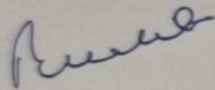
Resolution No: 2: Economics department will organize another webinar on migrant crisis during the lockdown.

Resolution No: 3: It has been resolved to accept collaboration with "Centre for Ethnic Studies and Research, Guwahati" if needed in organizing webinars.

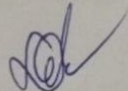
Resolution No 4: It has been resolved to accept collaboration with Assam Library Association for technical support, if required.

Later, the following actions have been taken:

1. Department of Political Science, in association with IQAC, organized a webinar on 03/08/2020 on the theme "The Abrogation of Article 370 and Contemporary Kashmir".
2. Department of Economics, in association with IQAC, organized a webinar on 07/08/2020 on the theme of "Covid-19 Pandemic Crisis: Political Economy of Inequality and Migrant Crisis".
3. IQAC of Dudhnoi College in association with "Centre for Ethnic Studies and Research, Guwahati" organized a workshop on "Language, Literature and Culture of Rabha Tribe" on 30/07/2020
4. Dudhnoi College Central Library organized a workshop on use of online E-Resources on 15/07/2020.


Dr. Bidyut Kalita
Coordinator, IQAC
Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha
Principal & Chairperson IQAC
Dudhnoi College
Principal & Secretary
Dudhnoi College

**Action Taken Report
Meeting of the IQAC
Dudhnoi College
Date: 09/11/2020**

The following discussions and decisions have been made in this meeting:

The meeting started with Dr. Bidyut Kalita explaining the purpose of the meet. In his speech, he stressed that the college reopens after a prolong lockdown. In this point of time, therefore, Dudhnoi college needs to readjust its strategy to tackle the challenges brought by this unprecedented event. This meeting is called to make strategy with due support from teachers.

The principal, Dr. Lalit Ch. Rabha, chaired the meeting and made it open for discussion. Taking this opportunity, Mr. Birbol Boro told the meeting that though lockdown has been relaxed to some extent, yet the danger looms large. We must take utmost precaution while taking classes. The whole campus needs to be sanitised and rules of social distancing must be followed. The day care centre must take heat reading of each student while entering the college with thermos reader.

Discussing the topic of management of classes, Mr. Shafiquel Hussain, Associate Professor, Department of English told that if all the students come to college on the same day, social distancing cannot be practically followed. Therefore, Mr. Hussain added that an alternate strategy must be made and the college class routine be changed to allow small number of students at one time on the college campus.

After meaningful discussion among the members, the meeting adopted the following resolutions:

Resolution No 1: All the teachers and students must go through rapid antigen test before joining their service or coming to the college.

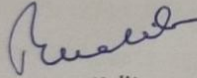
Resolution No: 2: Mr. Soumin Nath, Assistant Professor, Department of Botany, will be appointed as coordinator of the Day Care centre, and the day care centre will ensure that every student through heat reading at the entrance of the college.

Resolution No 3: It has been resolved that only 30% of students will be allowed entry in the college at the same time in order to make social distance practically possible inside the college campus.

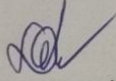
Resolution No 4: It has been resolved that online classes will continue along with the offline classes.

Later, the following actions have been taken on the basis of the above resolutions.

1. A rapid antigen test camp was held with support from doctors of Dudhnoi Hospital for teachers & employees.
2. It has been made mandatory that every teacher and students go through body temperature reading at the entrance of the college.
3. Classes through offline mood started & class routine was changed to accommodate 30 percent students at a time.


Dr. Bidyut Kalita
Coordinator, IQAC
Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha
Principal & Chairperson
Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 22/04/2021

An Executive Meeting of IQAC is organized today on 30/11/2021 at 12.30 in the office of the IQAC in presence of the members mentioned above to discuss the following agenda:

1. Discussion with sub-criteria VII (Institutional Values and Best Practices)
2. Discussion on Key Indicators.
3. Others.

The following key points have been discussed in the meeting:

The meeting started with Dr. Bidyut Kalita, coordinator of IQAC, explaining the purpose of the meet that the meeting is called to discuss the progress of the sub-committee -VI with their report.

Members of the sub-committee Ms. Linso Timungpi, Ms. Rashmi Sarkar and Ms. Bondita Borbora (also joint coordinator of IQAC) told that they are making good progress. However, with certain criteria like institutional best practices and area of institutional distinctiveness, the sub-committee wants discussion and suggestions from IQAC, as it will reflect the mission of the college. Moreover, the subcommittee recommended a list of activities to be accomplished in order to support the activities required in different metrics.

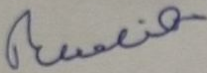
After, meaningful discussions the following decisions have been adopted:

Resolution No 1: It has been resolved that the sub-committee will make a review of the best practices submitted during the last years, and prepare two best practices in alignment with this.

Resolution No: 2: It has been resolved to send the list of recommendation to the principal for necessary approval.

The following actions have been taken based on the above resolutions:

1. The college pond and the *sum garden* has been leased out to persons for fish farming and muga silk cultivation.

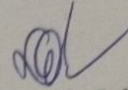


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal

Dudhnoi College
Principal & Secretary
Dudhnoi College

Proceedings
Meeting of the IQAC

Date: 23/11/2021

An Executive Meeting of IQAC is organized today on 23/11/2021 (Tuesday) at 12.30 in the Principal's Chamber in presence of the members mentioned above to discuss the following agenda:

1. progress made towards submission of SSR to NAAC.
2. Others.

The following key points have been discussed in the meeting:

- a) The coordinator of IQAC, Dr. Bidyut Kalita explained the need of participation of each teacher in the preparation of assessment and accreditation process. He stressed that the seven criteria of Self-study report which was divided among the teachers for bringing novelty and elegance to the final SSR, be requested to submit the progress report and also to discuss difficulties that they might have encountered during the data collection process. Therefore, it has been resolved:

Resolution No: 1- Each of the seven sub-committee assigned for preparing the different criteria of SSR will be called for a sitting with IQAC within 10 December, 2021.

- b) Dr. Vinodkumar Goswami suggest that a National level Webinar be held on "NAAC" preparation process with experts acclaimed for knowledge in this field.
- c) Dr. Manish Lachan Das suggests that the college must start some extension activities sincerely and in a phased manner as presently the role of an educational institution is not limited within its campus; it has been extended to reach remote and disadvantage groups. Therefore, it has been resolved that:

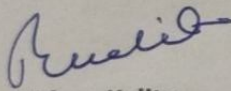
Resolution No: 2 - A village will be adopted in order to develop its academic, socio and economic condition. In this regard, Bondita Borbora, Dilip Hazarika and Dr. Manish Lachan Das were assigned to inspect a village suitable for adoption and submit report within ten days.

- d) The meeting discussed the possibility of a plan to organize workshops to train teachers of neighboring schools in subjects like Mathematics, Science and English.
- e) The meeting discussed that along with adoption of village, Dudhnoi College should embark on another enterprise to adopt a school of nearby area in order to develop its academic environment through class delivery by Dudhnoi College teachers.
- f) The meeting also discussed about collaboration with other institutions and NGO for the benefit of the students. In this regard, the following resolution have been taken:

Resolution No: 3- Initiative should be taken to sign MoU with Krishi Vigyan Kendra, Natures' Bacon and Steel Industry of Dudhnoi area.

Later, the following actions have been taken:

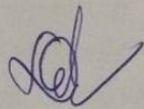
1. A village three kilometers away from Dudhnoi College was inspected by the team assigned for that purpose; and a preliminary report about the socio-economic condition of the village is submitted to the principal.
2. A proposal for non-financial academic MoU is sent to Krishi Vigyan Kendra, Dudhnoi.


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha

Principal

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 25/11/2021

An Executive Meeting of IQAC is organized today on 25/11/2021 (Tuesday) at 12.30 in the office of the IQAC in presence of the members mentioned above to discuss the following agenda:

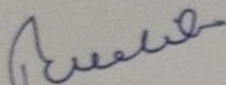
1. Discussion with sub-criteria VII-"Institutional Values and Best Practices".
- 2.Others.

The following key points have been discussed in the meeting:

- a) Bondita Borbora, Asst. Prof, Political Science, Linso Timungpi & Rashmi Sarkar, Asst. prof, Geography submitted the progress made by their committee. It is evident that from their presentation that they are making good progress with different criteria.
- b) They highlighted certain points—best practices, thrust area of institution—for discussion. It has been satisfactorily analyzed for their understanding.
- c) The meeting also discussed quality audits-Green Audits, Energy audits & Environment audit; and also discussed ways to conduct such audit. In this regard, the following resolutions have been taken:
Resolution 1: To conduct Green audits, Energy audits & Environment Audits, HoD of three departments from the college-Geography, Physics and Botany Departments were given responsibility.
- d) The meeting also discussed to start a Green campus initiative. Accordingly, an art competition and essay competition are planned to be organized shortly.

The Following Actions have been taken based on the above resolution:

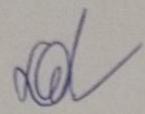
1. The college has conducted its Green Audit, Energy Audit & Environment Audit through competent outside authority.


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha

Principal

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 30/11/2021

An Executive Meeting of IQAC is organized today on 30/11/2021 at 12.30 in the office of the IQAC in presence of the members mentioned above to discuss the following agenda:

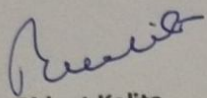
1. Discussion with sub-criteria III-“Research Innovation and Extension”.
2. Others.

The following key points have been discussed in the meeting:

- a) Dr. Mridutpal Goswami, Asst. Prof, Department of History, Dr. Jaya Das, Asst. Prof & Dr. Dipti Baishya submitted the progress made by their committee. It is evident that from their presentation that they are making cautious progress with different criteria.
- b) They highlighted certain points—expenditure of the college, financial audit—for discussion. It has been discussed and principal assured them all official data available in this regard; and asks Mr. Nilkamal Hazowary, an office assistant, to help the sub-committee in this data collection process.
- c) The meeting also discussed about extension activities accomplished by the institution so far. It stresses that NSS unit of the college conducts a camp and survey in the recently adopted village- Gabilapara, Dudhnoi.
- d) The sub-committee informed IQAC that the final report will be submitted on or before 15th January, 2022.

The following actions have been taken based on the above discussion.

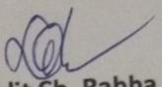
1. A village named "Gabilpara" was adopted by Dudhnoi College for its Socio-academic development. Many activities were conducted by different wings of Dudhnoi college in this village during the year 2022.


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha

Principal

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 01/12/2021

An Executive Meeting of IQAC is organized today on 01/12/2021 at 1 pm in the office of the IQAC in presence of the members mentioned above to discuss the following agenda:

1. Discussion with sub-committee II-“Teaching Learning and Evaluation”.
2. Recommendation (if any) from the sub-committee
3. Others.

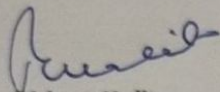
The following key points have been discussed in the meeting:

- a) Dr. Tapan Ch. Kalita, Associate Professor, Department of Zoology, Buddhiraj Boro, asst. Prof, Department of Bodo, Nijara Rajbongshi, Asst. Prof. Department of statistics. *submitted the progress made by their committee. It is evident that from their presentation that they are not making progress as is expected from them.*
- b) Dr. Nijara Rajbongshi, a member of the sub-committee, pointed out certain difficulties that they encountered in data collection process. The member referred to those points- enrolment percentage of students, pass percentage of students—where collected data requires authentication from the affiliated university. The coordinator and principal advised the committee to collect data from the digital repository of the college automation software; and for those earlier data the authority assured them full cooperation.
- c) Mr. Dilip Hazarika brought the topic of students' grievance redressal measures taken by college for discussion. The Internal Complaints Committee, Anti-Ragging Committee are functioning quite satisfactorily to address any kind of grievance that students have. However, the members unanimously agreed that Feedback from students should be collected and a report of the same should be submitted to the principal to ascertain level of grievances, if any.
- d) Mr. Buddhiraj Boro mentioned about Students satisfaction Survey (SSS) process that the subcommittee has to perform. The coordinator Dr. Bidyut Kalita informed the committee that SSS will be conducted centrally from IQAC itself; and the process has *already been started and sensitization of the survey among the students has already taken place.*

- e) The sub-committee informed IQAC that the final report will be submitted on or before 20th January, 2022.

Upon above discussions and resolutions, the following actions have been taken:

1. Programmes were arranged departmentally to sensitize students about the process called Students Satisfaction Survey & leaflets and posters were distributed among the students.

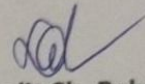


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal

Dudhnoi College
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 04/12/2021

An Executive Meeting of IQAC is organized today on 04/12/2021 at 1 pm in the office of the IQAC in presence of the members mentioned above to discuss the following agenda:

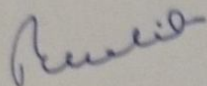
1. Discussion with sub-committee V-"Student Support and Progression".
2. Recommendation (if any) from the sub-committee
3. Others.

The following key points have been discussed in the meeting:

- a) Dr. Sandipan Pathok, Asst. Professor, Department of History, Mr. Soumin Nath, Asst. Professor, Department of Botany, Ms. Chuity Borah, Asst. Prof, Department of Assamese submitted the progress made by their committee. It is evident that from their presentation that they are steadily advancing with their works.
- b) Dr. Sandipan Pathok highlighted the point that the Alumni Association of Dudhnoi College be registered in the government office as quickly as possible. Principal Dr. Lalit Ch. Rabha accepted the suggestion and following resolution have been taken:
Resolution No: 1. It is adopted unanimously that Dudhnoi College Alumni association be registered in the government office of Register. The process of registration will be initiated by Mr. Birbal Boro, Academic -In-Charge and Associate professor, Department of Geography.
- c) Mr. Soumin Nath mentioned the difficulties that they are encountering in the collection of data as far as student's placement, participation in sports and cultural activities. Mr. Nath informed that the College does not have a good record keeping system where records of the students who have performed well in different fields are kept. He requests the meeting to establish a cell or committee for future purpose.
- d) The sub-committee informed IQAC that the final report will be submitted in the first week of February, 2022.

Later, the following action has been taken:

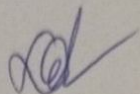
1. The Dudhnoi College Alumni Association was registered under Assam Cooperative Society Act 2007 with registration no G-04/2022-23 dated 03-09-2022.


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


Dr. Lalit Ch. Rabha

Principal

Dudhnoi Collegatory
Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 13/12/2021

An Executive Meeting of IQAC is organized today on 13/12/2021 at 1 pm in the conference Hall in presence of the members mentioned above to discuss the following agenda:

1. Discussion on Students' Satisfaction Survey (SSS).
2. Implementation of Students Mentoring for 2021-22 session
3. Preparedness towards implementation of NEP 2020 in the institution
4. Planning of activities towards adopted village
5. Other

The following key points have been discussed in the meeting:

- a) Dr. Bidyut Kalita, coordinator of IQAC explained the process SSS to the members present in the meeting. He mentioned the importance of the survey in the A&A process and requested each and every for full cooperation in this process. In this regard, the meeting adopted the following resolution:

Resolution No: 1: the topic of SSS will be discussed in a general meeting of teachers soon and students' data collection will be started thereafter.

- b) The principal, then, discussed mentoring of students for the session 2021-22. The IQAC coordinator demonstrated the roadmap for implementation of the mentoring system. The coordinator displayed the format and SOP for the mentoring process. Upon further discussion it has been resolved that:

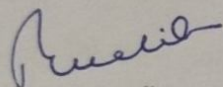
Resolution No: 2: the mentoring will be done on the department basis. All the departmental head will prepare lists of mentees of their own department and the same will be uniformly divided among the mentors (teacher) of their own department.

- c) Dilip Hazarika informed the meeting about the newly inclusion of "Preparedness towards implementation of NEP in the institution. All the information from NAAC manual were read out for the kind information of the members. Thereupon, the meeting decided that the college will prepare itself best so that it can effectively implement NEP-2020 as and when required.

d) Lastly, discussions were made about the plan of activities to be accomplished in the adopted village. Sandipan Pathok, who is in-charge of NSS unit, informed that the Unit will conduct a camp and survey in the village along with a plantation and cleaning drive. The principal also informed that IQAC will also organise some activities like arranging a health camp with support from Health Service, Goalpara as well as providing academic support to the students of the only lower primary school of that village.

Upon above discussions, the following actions have been taken:

1. A general meeting of teachers was organized to explain the SSS process and for their cooperation.
2. Students mentoring for the academic year 2022 started.

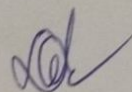


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal

**Dudhnoi College
Principal & Secretary
Dudhnoi College**

Action Taken Report

Meeting of the IQAC

Date: 15/12/2021

A General Meeting of IQAC is organized today on 15/12/2021 at 12.30 pm in the conference Hall in presence of the members mentioned above to discuss the following agenda:

1. Discussion on Students' Satisfaction Survey (SSS).
2. Implementation of Students Mentoring for 2021-22 session
3. Others.

The following key points have been discussed in the meeting:

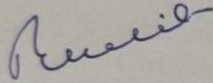
- a) Mr. Dilip Hazarika, from IQAC, explained to the teachers present in the meeting about the Students Satisfaction Survey (SSS) process. He mentioned the importance of the survey in the A&A process and requested each and every for full cooperation in this process. In this regard, the meeting adopted the following resolution:
Resolution No: 1: IQAC will centrally prepare the database of students including their email ids and upload it in the time of Self Study Report submission.
- b) Dr. Bidyut Kalita, coordinator, IQAC, emphasized the point that each department must play a vital role in this SSS process. Awareness among students must be brought before submitting data. In this regard, department must sensitize its students to this process. Therefore, all the departments were requested to organize SSS awareness programme for its students.
- c) The principal, then, discussed mentoring of students for the session 2021-22. The IQAC coordinator demonstrated the roadmap for implementation of the mentoring system. The coordinator displayed the format and SOP for the mentoring process. Upon further discussion it has adopted the resolution taken on the executive meeting held on 13/12/2021:

- Resolution No: 2:** the mentoring will be done on the department basis. All the departmental head will prepare lists of mentees of their own department and the same will be uniformly divided among the mentors (teacher) of their own department.
- d) Discussion was also made on the upgradation of college website. Mr. Dilip Hazarika, from IQAC, explained the utility of an upgraded website in the process of A&A. All the members, including the principal, agreed to the proposal made by Mr. Hazarika. Therefore, it was resolved unanimously that:

Resolution No 3: the college website should be upgraded soon; and the principal will take necessary measures for immediate execution.

The following actions have been taken after the resolutions

1. A complete database of students of current academic year was prepared keeping in mind the SSS process.
2. The College website (www.dudhnoicollege.ac.in) has been upgraded significantly and made fully functional.

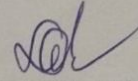


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal

Dudhnoi College

Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 22/01/2022

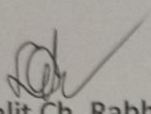
The following key points have been discussed in the meeting:

- a) Dudhnoi college has already organized two faculty Developments programme (FDB) in association with E&ICT academy, IIT, Guwahati in 2020. In the third FDP, organized in association with E&ICT academy, IITG, there are more than 150 registered participants across the country. Mr. Dilip Hazarika, who along with two other teachers from Dudhnoi College, coordinated the FDP gave a brief description of the one-week online FDP in front of the members. Mr. Hazarika thanked all the teachers for their support in making it a success.
- b) Dr. Bidyut Kalita, coordinator of the IQAC, told that since quality ensuring programmes like FDP and workshop are expected from HEI for A&A, therefore, Dudhnoi College will be immensely benefitted if it can sign an MoU with E&ICT Academy, for further collaboration. All members supported this proposal, and hence, a resolution has been adopted unanimously:

Resolution No: 1: It is resolved that Dudhnoi College will contact E&ICT Academy, IIT, Guwahati for an academic MoU. Mr. Dilip Hazarika, Asst. Prof. Department of English will initiate this process.

Action Taken:

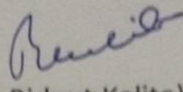
1. An Academic MoU was signed between Dudhnoi College and E&ICT Academy, IITG for collaboration in research and training.


(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College
Principal & Secretary
Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....


(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 12/02/2022

An Executive Meeting of the IQAC is organized today on 12/02/2022 at 1 PM in the Principal's Chamber in presence of the following Executive members to discuss the following agenda:

The following key points have been discussed in the meeting:

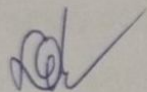
- a) Submitting AQAR to NAAC in every academic year is mandatory activities of IQAC of every institution. Accordingly, IQAC has submitted all the previous AQAR to NAAC and is preparing to submit for the year 2020-21. Though it should be submitted by 31 December every year, due to prolong lockdown and its effect on the institution, NAAC has extended the last date for submission on 31st March, 2022. The coordinator assured the members that the AQAR can be submitted before the last date. Therefore, it is resolved at that:

Resolution No: 1: The AQAR for academic year 2020-21 will be submitted by 15 March, 2022. IQAC will take appropriate measures to submit it on time.

- b) Mentoring of Students has started from December 2021. The principal informed the meeting that all the departments are taking it seriously, and has already prepared mentee list against the mentor. The first-round mentoring is already taking place. Students are also showing interest to it.
- c) In the meeting, discussion on the adopted village also took place. The principal informed the meeting that representative from the college has visited the village-Gabilpara twice and interacted with the village elders. The villagers welcomed our effort and are ready to cooperate.

The following actions have been taken on the basis of the above discussion:

1. The AQAR for the academic year 2020-21 has been submitted successfully through NAAC portal.
2. A Health Camp was organized at Gabilpara village in association with Health Services, Goalpara.

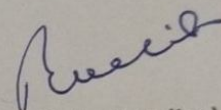


(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

Principal & Secretary
Dudhnoi College

Action Taken Report

Meeting of the IQAC

Date: 19/02/2022

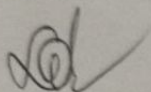
An Executive Meeting of the IQAC is organized today on 19/02/2022 at 1 PM in the Principal's Chamber in presence of the Executive members to discuss the agenda mentioned above:

The following key points have been discussed in the meeting:

- a) All the members of the sub-committee (Dr. Tapan Ch. Kalita, Dr. Nijara Rajbongshi, Mr. Buddhiraj Boro) informed the meeting that they are not yet in a position to submit the report. They are still collecting the required data from various sources; and they expressed that most of the departments are not responding to their request to provide some essential data in spite of the fact that they were sending constant reminders.
- b) The principal expressed concern over this delay; and he informed the meeting that he will send notice to those departments who are not cooperating with them.
- c) Parallel to writing SSR, IQAC is also progressing well with SSS process. Ms. Bondita Borbora informed the meeting that all the department responded well in providing data of the students. A database of the students has already been made.
- d) Lastly, the meeting granted them additional ten days for submitting data.

Action Taken:

1. All the sub-committees of Self Study Report Preparation committee submitted their final report in the month of April, 2022; and IQAC prepares the draft of the SSR to be submitted to NAAC.



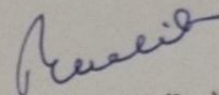
(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi College

Principal & Secretary
Dudhnoi College

IQAC
Date.....



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....

Action Taken Report

Meeting of the IQAC

Date: 21/02/2022

An Executive Meeting of the IQAC is organized today on 21/02/2022 at 1 PM in the office of the IQAC in presence of the Executive members to discuss the agenda mentioned above:

The following key points have been discussed in the meeting:

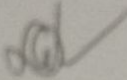
- a) All the members of the sub-committee (Dibakar Nath, Jitumani Pathak and Rajashree Borkakati) informed the meeting that they have almost completed the writing. However, they are facing some difficulties in filling data in the criteria where data of college expenditure is sought. The sub-committee requested the principal to provide them the audited statement of financial transaction of the college of the last five years.
- b) Mr. Dibakar Nath highlighted the point and drew attention of the principal that presently the college has no functional smart classroom. The existing one needs renovation and upgradation soon. In this regard, two resolutions have been taken unanimously:

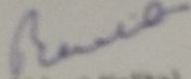
Resolution No: 1: It is unanimously resolved that a modern Smart classroom with latest technology be constructed soon for advance teaching-learning.

Resolution No: 2: It has also been resolved that a few LCD projectors be purchased for those departments who don't have their own projectors in their classrooms.

Action Taken:

1. The college purchased five more LCD projectors and installed it in various classrooms.
2. Three Smart Classroom Board have been purchased and used in different departments for classroom transactions.


(Dr. Lalit Ch. Rabha)
Principal & Chairperson, IQAC
Dudhnoi College
Principal & Secretary
Dudhnoi College


(Dr. Bidyut Kalita)
Coordinator, IQAC
Dudhnoi College
Coordinator,
IQAC, Dudhnoi College
Date.....

Action Taken Report

Meeting of the IQAC

Date: 12/10/2022

The following key points have been discussed in the meeting:

The meeting started with Dr. Bidyut Kalita, coordinator of IQAC, explaining the purpose of the meet. In his speech, he explained that mentoring process for the year 2021-22 has just been accomplished, though feedback from mentees is still awaited. At the same time, mentoring for the new session 2022-23 has also kicked off. Required instruction are made ready to be sent to the teachers and also necessary arrangements have been made to sensitize students about the importance of such system once again. In this point, IQAC would like to listen to opinion and suggestions of each esteemed members before starting the next cycle of mentoring of students. Dr. Kalita also drew attention of the members to re-set the SWOC of the college as many of the challenges and weakness defined by NAAC in its last A&A has been addressed properly.

In his explanation of the purpose of the meet, Dr. Kalita also seeks attention of the members that preparation of Self Study Report (SSR) requires details of the expenditure of the college; at the same time, it requires such data to be reflected in the annual financial audit of the college. However, from 2019-20 onward the audit of the college is yet to be completed, though the process is going on. In this regard, valuable opinion is sought from each member.

Thereafter, the principal chaired the meeting and made it open for discussion and suggestion from each of the members. Taking this opportunity, Ms. Linso Timungpi shared some of her insights and experiences as mentor that took place during the accomplishment of mentoring of students. She also suggests that little bit of modification is required in the instructional format that each mentor requires to keep against each student. Next to her, Dr. Mridul Dutta offers his opinion that mentoring really helped the teacher come close to his students and know them better, which eventually guides them well.

In regard to the SWOC of the college, the principal told the members that most of the weaknesses and challenges found earlier and recognized by NAAC have been addressed and turned into advantages. However, there are new challenges and weaknesses that still exist. In this regard, Mr. Dibakar Nath pointed out that still the college does not have a clear cut off marks at the time of admission of students. As a result, all those who have passed the qualifying examination with minimum marks are allowed admission, which affects classroom transaction later. Other members also supported in favour of a move towards imposing cut off marks. Upon that discussion, the principal explained that most of the departments have their own cut off marks for honours course. For regular course, there is no cut off marks yet, but will be imposed soon.

Ms. Bondita Borbora, joint coordinator of IQAC, continuing this discussion further, drew attention of the members to the fact that number of students coming for admission in science stream is not encouraging. The institution should attract more students to study science. To do this, Ms. Borbora suggests, one should remove fear from the mind of people towards science by developing interest towards it. For this, the college must come out of its comfort zone and reach out to the people living in the vicinity of Dudhnoi to inform them about the benefit of studying science through different programmes.

Thereafter, in his speech Mr. Birbol Boro wanted to know the progress that IQAC is making in submitting the SSR. Mr. Dilip Hazarika, joint coordinator of IQAC, informed the meeting that complete draft of Institutional profile along with extended profile and

executive summary has been prepared, and will be placed before the executive committee for scrutiny and correction soon. Mr. Hazarika also informed that all the

answers under qualitative metrics have been drafted and data for quantitative metrics are being collected and is in the final stage. Moreover, supporting documents for each kind of metrics are being serialized according to the metrics. Therefore, IQAC is hopeful that by 30 November 2022, the Institutional Information for Quality Assessment (IIQA) can be sent to NAAC.

After much discussions on each point of the agenda, the following resolutions have been adopted unanimously:

Resolution No 1: With slight modification in the existing mentoring format, the form will be distributed among departments by 15th November, 2022 for the academic year 2022-23. The IQAC will oversee the whole process.

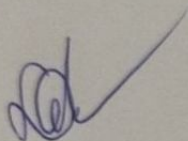
Resolution No 2: The college authority will take stringent action to give cut off marks for admission into degree 1st semester from next academic year.

Resolution No 3: IQAC will plan and execute a series of extension and outreach activities to popularize science in the vicinity of Dudhnoi in 2022-23 academic year.

Resolution No 4: IQAC will take necessary measures to submit IIQA to NAAC for 3rd cycle of A&A by the end of November, 2022.

Action Taken

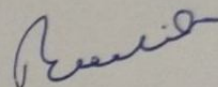
1. The mentoring format has been distributed among the departments for the session 2022-23; and it has been successfully completed.
2. Extensive activities have been carried out at different neighboring schools by various departments of the college. Department of Botany organized a workshop for the people of its adopted village to develop skills of mushroom cultivation.



(Dr. Lalit Ch. Rabha)

Principal & Chairperson, IQAC

Dudhnoi Secretary
Principal & College
Dudhnoi College



(Dr. Bidyut Kalita)

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....

Proceeding
Meeting of the IQAC
Date: 14/02/2023

The meeting started with principal & chairperson of the IQAC, Dr. Lalit Ch.Rabha, taking the chair. Thereafter, the coordinator, Dr. Bidyut Kalita in his speech on the purpose of the meeting said that understanding the importance national education policy 2020 and its framework is necessary for successful implementation of the same from the academic session 2023-24. Keeping the relevance of the topic in mind, IQAC is mulling over organizing a workshop on NEP at Dudhnoi College. In this regard, IQAC seeks judicious opinion and suggestions from the members. It is in this regard, the meeting is organized:

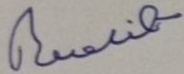
The meeting witnessed active participation of all the members present in the meeting and the following resolutions have been adopted at the end.

Resolution No 1: A two-day workshop on NEP-2020 will be organized on 21st and 22nd February, 2023.

Resolution No 2: As resource persons, experts will be invited who has empirical knowledge about problems and prospects of the NEP framework.

Action Taken:

1. A two-day workshop is successfully organized on 21st and 22nd February, 2023 (four technical session) with participation more than forty teachers and fifty students. Invited resource persons had good knowledge about the topics and enlightened the participants with framework of NEP and clarified their doubts.

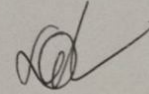


Dr. Bidyut Kalita

Coordinator, IQAC

Dudhnoi College

Coordinator,
IQAC, Dudhnoi College
Date.....



Dr. Lalit Ch. Rabha

Principal & Chairperson, IQAC

Dudhnoi College
Principal & Chairperson
Dudhnoi College