

INTERNAL QUALITY ASSURANCE CELL

F.A. Ahmed College, Garoimari

P.O.-Tukrapara, Dist- Kamrup, Assam, Pin: 781137

Website: www.faacollege.org:: E-mail:faacollege1984@gmail.com

Action Taken Reports of IQAC

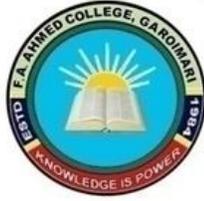


Meeting on dated: 06-07-2021 (Online)

Resolution	Action Taken
Resolution 1: The IQAC resolves to take initiatives for academic progression of Students and directs the HoD's of respective departments of the College to convene various academic activities including Classes, Home Assignments etc. through online mode.	a) All the departments are notified to take necessary initiatives on academic matter of the College.
Resolution 2: The IQAC resolves to conduct webinars for the academic development of the student's community and directs the HOD's to organize the same as much as possible.	b) National Webinar is convened on "Strategy of Managing Personal Finance including Mutual Funds" on dated, 14 th July 2021 & on 15 th October/2021 on topic entitled "Cyber Security and Data Protection"


Chairman
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....


Co-ordinator
Internal Quality Assurance Cell
F.A. Ahmed College, Garoimari
Date.....



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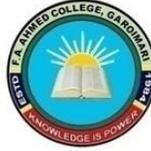


Meeting on dated: 14-12-2021

Resolution	Action Taken
Resolution: 1 In the meeting, a thorough discussion is held on NAAC preparation and resolved that all the employees of the College should contribute in the act of NAAC work.	A Meeting of HoDs is held and are instructed to actively participate and contribute in NAAC work. The Strategic Development Planning of the College for the period 2022-26 is prepared.
Resolution: 2 The house discusses on active participation of the Departments in NAAC Preparation and unanimously resolved to organize a meeting with the Departmental Heads and ear them about the essence of the same.	
Resolution: 3 The house discusses on preparing a Strategic Development Planning of the College. The IQAC Co-ordinator is asked to prepare the planning. The Planning will cover the period of 2022-26.	


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Meeting on dated: 16-02-2021

Resolution	Action Taken
Resolution-1: The house deeply discusses on the Govt. Letters and takes the matter seriously. After a prolonged discussion, it is unanimously resolved that as per Govt. letter Clause No. 01 & Clause No. 2, the IQAC as well as special committee (Seven Criteria) should be reconstituted as per the UGC rules. However, the NAAC related work should be intensified	a) The IQAC and Seven Criteria are restructured as per the guideline of the UGC.
Resolution-2: The house discusses on Govt. Letter Clause No.5 and feels the necessity of ICT use. The house resolves to request the College Authority to provide Projector for doing so and the IQAC Co-ordinator is entrusted to go for the formal procedure.	b) The Principal of the College is requested to facilitate a Projector for ICT purpose. In consequence to it, a projector is supplied for the same.


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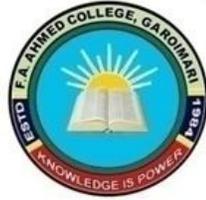
Meeting on dated: 15-03-2022

Resolution	Action Taken
Resolution-1: The house sincerely converses on the Departmental Activities and resolves that a proper work plan should be prepared and disseminated among the various departments. However, departments should supply the required data to the office of the IQAC when needed.	a) A list of Departmental Activities is prepared and distributed among all the HoDs bearing Memo No. FAAC/IQAC/87/22/06, dated-24/03/2022.
Resolution-2: The house deeply discusses on creating work-culture among the employees of College. Especially, the non-teaching employees of the College should sincerely perform their duties and co-operate teaching employees in any aspect of NAAC related work.	b) A Staff Meeting is organized by the Principal of the College and thoroughly discussed on the act of NAAC related issues. The IQAC Co-ordinator deliberately briefs about duties and responsibilities of all the employees of the College.
Resolution-3: In the meeting, a discussion goes on organizing orientation programme on NAAC Preparation inviting a resource person from neighbouring College and others. Finally, the house comes in consensus to invite Dr. Naba Kumar Kalita, Principal i/c and also IQAC Co-ordinator of Chhaygaon College as resource person.	c) An Orientation Programme among all the employees of the College is held on 23/03/2022. Dr. Naba Kr. Kalita and Dr. Phanindra Kalita of Chhaygaon College present in the Programme as resource

<p>Resolution-4: The house discusses on taking external members of the IQAC from Trust, Society, Administrative Officers etc. The house resolves that undermentioned person may be appointed as the member of IQAC;</p> <p>a) BDO, Goroimari Dev. Block b) In-charge, Alikash Health Centre c) Nasim Uddin Ahmed.</p>	<p>person.</p> <p>d) Sri Nova Baruah, BDO of Groimari Dev. Block, Dr. Kurban Ali and Nasim Uddin Ahmed are appointed as the Members of IQAC.</p>
<p>Resolution-5: It is discussed on importance of activities of different Cells and resolves that existing Cells may be restructured and allocated as per the efficiency basis.</p>	<p>e) Different Cells are restructured and appointed on dated 15/04/2022.</p>


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Meeting on dated: 30-04-2022

Resolution	Action Taken
Resolution-1: The house converses on preparation of SSR and the IQAC Co-ordinator is asked about the update of SSR. The IQAC Co-ordinator deliberately briefs about the update of SSR and ears the house that Seven Verticals have started their working on the matter. The house resolves that the activity of the Seven Verticals might be intensified and for any negligence, action may be taken.	a) Qualitative part of SSR is initiated. The IQAC along with Co-ordinations of Seven Criteria is preparing the same.
Resolution-2: The house discusses on the activities of various Cells. It is resolved that the Co-ordinators/Conveners of different Cells may be served notices to go for systematise their documentation and records as per NAAC norms.	b) A Staff Meeting is organized by the Principal of the College and thoroughly discussed on the act of NAAC related issues. The IQAC Co-ordinator deliberately briefs about duties and responsibilities of all the employees of the College.
Resolution-3: The House resolves that as the pilot project, the documentation	c) An Orientation Programme among all the

<p>of Criteria-1 should be started and gradually extended to the others criteria too.</p>	<p>employees of the College is held on 23/03/2022. Dr. Naba Kr. Kalita and Dr, Phanindra Kalita of Chhaygaon College present in the Programme as resource person.</p>
<p>Resolution-4: The house discusses on the matter of organizing Alumni Meet of the College. It is resolved that the Alumni Meet might be organized centrally as well as departmentally. However, it is also resolved that in order to bridge relationship with the Parents, Guardians, Well-wishers etc. we should organize Parent Meet at earliest.</p>	<p>d) All the departments are notified to accomplish departmental Alumni Meet.</p>
<p>Resolution-5: It is discussed on bridging relationship with other organization, institutions. Therefore, the house unanimously resolves to sign MoU (Memorandum of Understanding) with Colleges, Health Department on health related issues, and for other social related issues.</p>	<p>e) A MoU is signed with the Department of Health & Family Welfare, Chhaygaon Block PHC in presence of Hon'ble Circle Officer, Goroimari Revenue Circle on dated 2nd July/2022.</p>
<p>Resolution-6: The house consults about the necessity of introducing separate departmental library. Since there is shortage of rooms for the matter, it may be requested to the ZPC asking the Multi-purpose Community Hall to hand over to College family situated in the College premises which is managed and maintained under the guidance of ZPC Kamrup.</p>	<p>f) Application submitted to the chairman of ZPC, Kamrup asking for the use of Multi-purpose Community Hall. Consequence to it, an agreement is signed between CEO, Kamrup ZPC and Principal, F.A. Ahmed College, Garoimari on 26/07/2022. Initiation of departmental library is under process.</p>
<p>Resolution-7: The house realizes sharing of different NGOs, Non-political Students organizations, reports in the College. Therefore, it is unanimously resolved to hold a meeting with such organizations.</p>	<p>g) A meeting is held on dated 12/08/2022 in the College premises in presence of Hon'ble Chairman of G.B., Principal and non-political organization like AASU, AAMSU, Media persons etc.</p>


 Chairman
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 Co-ordinator
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